CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

CONTENTS

SECTION 1 - ASSIGNMENTS FOR PERSONNEL ON JOINING OR LEAVING THE TRAINED STRENGTH

Para
6001. Assigning Officers and Ratings to Phase 1 and Phase 2 Training
6002. End of Training (EOT) Date
6003. Pre-Release Vocational Training (PRVT) Courses and Graduated Resettlement Time (GRT)
6004. Assignments to Release

SECTION 2 - ASSIGNING FOR DISCIPLINARY REASONS

6005. Removal from Command
6006. Removal from Assignment
6007. Suspension from Assignment
6008. Assigning Officers Following Courts Martial Sentences
6009. Assigning Ratings Sentenced to Imprisonment or Detention
6010. Assigning Ratings on Completion of Sentence
6011. Assigning Ratings/Other Ranks Disrated, Reverted, Reduced in Rank or Deprived of Specialisation
6012. Action to be Taken for Personnel Absent Without Leave

SECTION 3 - ASSIGNING FOR WELFARE REASONS

6013. Compassionate and Welfare Assignments (also see Chapter 24)
6014. Assigning Parents of Children with Special Educational Needs
6015. Assigning Personnel Undergoing Courses of Assisted Conception Treatment
6016. Career Management Record (CMREC) Assignment Restriction

SECTION 4 - ASSIGNMENT OF SENIOR OFFICERS (1 STAR AND 2 STAR)

6017. Flag and Senior Officers' Appointment Board (FSOAB)
6018. Before the FSOAB
6019. At the FSOAB
6020. Post FSOAB Action
6021. Out of Committee Decisions
6022. FSOAB Standing Agenda

SECTION 5 - ASSIGNING TO PARTICULAR POSITIONS

6023. Lord High Admiral
6024. Vice Admiral of the United Kingdom
6025. Heads of Branch
6026. Heads of Fighting Arm
6027. Career and Talent Management of Senior Military Outer Office Appointments
6028. Temporary Sea Assignment in Command
6029. Assignment to the Staff of Fleet Operational Standards and Training (FOST)
6030. Assignment to Royal Fleet Auxiliary Ships
6031. Assignment of Maritime Reserve Officers
6032. Attaché and Adviser Assignments
6033. Instructor Positions - General
6034. Selection of Instructors for Phase 1 and Phase 2 Training
6035. Driver Positions
6036. Recruiting - Service with Captain Recruiting and Attraction (R&A)
6037. Sports Coaches
6038. Elite Athlete Scheme
6039. Retinue - Catering Services (Chefs and Stewards)
6040. Volunteers for Special Reconnaissance Regiment, Special Forces, Defence Human Intelligence (DHI), OP SAMSON or 148 (Meiktila) Commando Forward Observation Battery Royal Artillery or the Commando Mobile Air Operations Team
6041. Sea Safety Courses - Ships/Submarines
6042. Senior/Leading Rates' Leadership Courses

SECTION 6 - ROYAL MARINE ASSIGNMENTS

6043. Key Staff Assignments (RM Officers)
6044. Special Assigning for RMOR
6045. Selection and Assigning for Command, Secondary Specialist Qualifications (SSQ) and Primary Specialist Qualification (PSQ) Training
6046. Provisions for the RM Band Service

SECTION 7 - DISCLOSURE AND BARRING SERVICE & PROTECTING VULNERABLE GROUPS CHECKS REQUIRED BY LAW AND MOD

6047. Introduction and Important Caveat
6048. References and Further Information
6049. Protecting Vulnerable Groups in Scotland
6050. Personnel Requiring a Disclosure & Barring Service or Protecting Vulnerable Groups Check
6051. Level and Type of Disclosure & Barring Service or Protecting Vulnerable Groups Check
6052. Assessment of Certificates of Disclosure
6053. Application Procedure
6054. Suitability Decisions and Competence Recording
6055. Portability of Disclosure and Barring Service and Protecting Vulnerable Groups Checks
6056. Renewal of Disclosure and Barring Service and Protecting Vulnerable Groups Clearances using the Update Service
6057. Unit Disclosure Officer
6058. Amending JPA Post Competences

ANNEXES

Annex 60A: Removal from Assignment - Career Manager Actions
Annex 60B: Pro-Forma for Letter to CEAS Informing Of Planned Assignment of a Parent of a Child with Special Educational Needs
Annex 60C: Service with Captain Recruiting and Attraction
Annex 60D: JPA Claims Guidance for Royal Navy Personnel Mandated to Use the Disclosure & Barring Service Update Service
Annex 60E: Disclosure & Barring Service/Protecting Vulnerable Groups – Form 003A Disclosure Request
Annex 60F: In-Service Disclosure & Barring Service/Protecting Vulnerable Groups Clearance - Flow Chart
Annex 60G: Recruitment/Rejoin Clearance - Flow Chart
Annex 60H: Disclosure and Barring Service & Protecting Vulnerable Groups Check Process Roles/Responsibilities
Annex 60I: Royal Navy Employment Suitability Decision

CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

SECTION 1

ASSIGNMENTS FOR PERSONNEL ON JOINING OR LEAVING THE TRAINED STRENGTH

6001. Assigning Officers and Ratings to Phase 1 and Phase 2 Training

a. Personnel recruited into the Service are assigned to their respective New Entry Phase 1 Establishment and are considered to be part of the Untrained Strength (UTS).

(1) RN officers and ratings remain on the UTS until they have completed Phase 1 (Initial) and Phase 2 (Professional) training.

(2) RM officers and Other Ranks are borne on the UTS of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned in accordance with the RM workforce priority.

(3) RMBS Other Ranks are borne on the UTS of RMSoM under the C2 of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned iaw RMBS workforce requirement.

b. Trained officers who re-enter the Phase 2 training pipeline will have their assignment orders issued by the respective Career Managers.

c. Trained ratings who re-enter the Phase 2 training pipeline will have their assignment orders issued by the TMG UTS Pipeline Manager[1]. On commencement of training, the pipeline manager will change the Training tag in JPA to 'Untrained'.

6002. End of Training (EOT) Date

a. **RN.** For RN officers and ratings, the training establishment reports forecast completion of the final element of Phase 2 (Professional) training to the respective Assigning Desk and personnel become available for Assignment to complement positions. When personnel complete Phase 2 training, the pipeline manager will remove the UTS tag in JPA and they become 'Gains to the Trained Strength (GTS)'.

b. **RM.** For RM officers and other ranks this is the same as above but CTCRM will remove the UTS tag on JPA.

[1] NAVY PEOPLE-TRG TMG HQ SO2 UTSPM

6003. Pre-Release Vocational Training (PRVT) Courses and Graduated Resettlement Time (GRT)

a. Full details of eligibility for Pre-release Vocational Training and Graduated Resettlement Time can be found in JSP 534, the Tri Service Resettlement Manual.

b. The responsibility, at unit level, for giving access to resettlement provision lies with the individual's CO. COs may authorise, within parameters set in JSP 534, absence from normal place of duty and Travel and Subsistence (T&S), to assist eligible Service Leavers (SL) to meet their individual resettlement goals. Thus, all GRT is to be funded by units, who are to release personnel as required during their final two years of service. Individuals should not normally be reassigned to the margin for completion of resettlement activities.

c. Reliefs are not normally to be provided to enable personnel to be released for a resettlement activity.

d. For personnel submitting 12 months' notice, action will depend on where the individual is serving at the time of notice submission:

(1) **Sea Service.** If the individual is assigned to Shore Service with more than 9 months before Terminal Leave (TL) starts they should be placed in a complement position; GRT should be undertaken during the course of that final assignment before being assigned to MA5 (see margin activity guide, Part 3 Annex 3B) and proceeding on TL. If they are assigned from sea with less than 9 months before TL, it is reasonable to assign in a relief to the same complement position in time to allow GRT to be taken as a block. If the bare minimum of shore time is available, the individual may have to be assigned to MA6 to allow the individual to undertake GRT.

(2) **Shore Service.** GRT is to be taken during the course of the 12-month notice period, with a relief assigned in time to complete normal handover before the individual proceeds on TL.

e. In exceptional circumstances, when individuals have been unable to utilise all of their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge. The amount of GRT for which an individual is entitled will be taken into account in calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO and approved by the respective CM at SO1 level. Further details can be found in Chapter 49 Section 3.

6004. Assignments to Release

a. Personnel will be assigned to a nominated Unit Release Centre for discharge on completion of engagement/Commission/Career or notice. The Unit Release Centre will normally be the establishment/unit in which they are serving prior to release. Where an establishment/unit has not been designated to provide a local release facility, discharge routine will be undertaken by the nearest Unit Release Centre.

b. The following releases are special cases and exceptions to above routine:

(1) **Maternity Release.** Maternity Release is actioned only through HMS NELSON, DRAKE or NEPTUNE Release Centres.

(2) **Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK.** Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK e.g. Discharge Shore/SNLR is actioned only through HMS NELSON Release Centre.

(3) **Release from Ships or LFS for personnel without a Preceding Period of UK Shore Service.** Personnel without a preceding period of UK Shore Service are released through the nearest Unit Release Centre to the individual's UK home address.

c. Guidance on use of the margin for release assignments can be found at Part 3 Annex 3B.

SECTION 2

ASSIGNING FOR DISCIPLINARY REASONS

6005. Removal from Command

An officer who has been assigned in command of one of HM Ships is not to exchange their command with an officer of another ship unless such exchange is approved in advance by Dir P&T. An officer who has been assigned in command of one of HM Ships is not to be relieved of their command except in circumstances where this action is essential. Such an action is to be regarded as a temporary expedient to meet a situation of extreme urgency. Any such action is to be reported to the Administrative Authority and Fleet Commander, who is to inform 2SL and Dir P&T. It should be noted that to relieve an officer of their command is a serious matter and the officer taking such a step should be prepared to justify it subsequently. Until an application to remove a Commanding Officer from their assignment has been approved by Dir P&T (see Para 6006 below), the officer concerned will remain assigned to their ship and will be expected to resume their command.

6006. Removal from Assignment

a. Considerable effort is made by Career Managers to ensure that individuals are assigned to roles that are appropriate to their professional skills, training and experience. There will be circumstances, however, where in order to preserve operational capability, the reputation and standing of the Service or in the best interests of the individual concerned, it may be necessary to remove a person from a particular assignment. Removal from Assignment is a serious step which may have grave consequences for the individual's future career. Accordingly, before action is taken to commence the process of removing an individual from assignment, consideration should be given to whether there are alternative, lesser options which would be more appropriate e.g. warnings or application for Quarterly Reporting.

b. **Types of Removal.** Personnel may only be removed from assignment, subject to satisfying the removal criteria at sub para c, on one of three bases:

(1) **Removal from Assignment on a 'Fault' Basis.** This will be appropriate where the individual has met the criteria for removal from assignment, detailed in sub para c, and this can reasonably be held to be the fault of the individual or, in other words, the individual is blameworthy for the presence of those factors.

(2) **'No Fault' Reassignment.** This will be appropriate where the individual has to be removed owing to factors that are attributable to the Service rather than being the fault of the individual. For example, the Service may not have provided the individual with the relevant training to make them suitable for that assignment. Thus, where an individual is identified to be failing in their post (e.g. during a period of sea training with FOST), owing to a training shortfall for which the Service is blameworthy, and the individual's failure is having an unacceptable impact on the unit's OC, a 'no-fault' reassignment should be considered.

(3) **'Without Prejudice' Reassignment.** This will be appropriate where the individual is required to be reassigned before a disciplinary finding or major administrative action decision is made. For example, this may be because there is intrusive press interest, bail conditions requiring removal have been imposed by a Home Office Police Force (HOPF) or the Court, or the relevant investigation may require the individual to be absent from the unit for protracted periods and the post is a key one which cannot be gapped.

c. **Removal Criteria.** The following criteria should be used to determine whether there are grounds to apply for a removal from assignment. In complex cases, where the presence of some of the factors below is not completely clear, guidance should be sought from the relevant Regional Legal Office.

(1) **Type of Failure.** When considering a Removal from Assignment, the CO should first decide whether an individual's failure meets one of the criteria listed below:

(a) Misconduct, which includes but is not limited to a disciplinary accusation or finding, a breach of the Code of Social Conduct or an upheld complaint of bullying, harassment or discrimination or when taking a victim-based approach.

(b) Removal of, or failure to gain, a relevant and essential security clearance.

(c) Lack of professional or personal qualities or both.

(2) **Untenable Position.** If an individual meets one of the criteria in sub-para (1) then consideration should be given as to whether an individual's position is untenable. This means that there is no realistic prospect of them being able to recover their position within a reasonable period. Whilst an individual's position may well be untenable in the short term, there may be situations where an individual can recover their position either through a period of absence from the unit, or by means of administrative sanctions. A successful application is dependent on proving, on the balance of probabilities, that an individual's position is untenable. It is vital that the CO fully details in the application why this is or is not the case.

(3) **Fault of the Individual.** Fault on the part of the individual in question is not a prerequisite for a successful application, but is a highly relevant factor which should be considered and commented on. Where it has been decided that an individual's position is untenable with no realistic prospect of recovery, the CO should consider whether the factors at sub para (1) are the fault of the individual.

(4) **Measures other than Removal are Inappropriate.** The CO must explain why administrative action other than Removal from Assignment is not appropriate.

d. **Procedure for Removal from Assignment.** If a Commanding Officer, satisfied that the criteria in sub-para c have been met, deems that a Removal from Assignment is an appropriate course of action, they should make application via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Applications will be referred to Dir P&T for approval or the appropriate delegated authority. The relevant administrative authority (e.g. Flotilla/Brigade) should be copied on the application. In addition to the points covered in the general guidance on applications, an application for removal should demonstrate that:

(1) An individual's failure and position within the unit satisfy the necessity for a Removal from Assignment on a Fault, No Fault or Without Prejudice basis. It is essential to show that the individual's position in the unit is untenable.

(2) If a CO considers that the conditions for the relevant removal are present, they must ensure these conclusions are supported by evidence. A CO's own observations of an individual may be sufficient to support an application, but COs must take care that their own observations are not prejudiced by the unsubstantiated comments of others or reflect a 'clash of personalities'. Wherever practicable, an application should only be made after a proper and impartial investigation has been conducted by a competent person or authority. The CO may commission an investigation, in a similar manner to a Ship's Investigation, in order to establish the facts. The rigour and extent required of the investigation will depend on the facts of the case. It will not normally be necessary to have a DSCU/MDP investigation, but Dir P&T or the appropriate delegated authority will only approve an application if they are satisfied that there is sufficient, auditable evidence to justify it objectively. Applications based on unsubstantiated hearsay or over hasty judgement cannot be approved. In short, objective evidence needs to be available to support the assertions made which will need to be laid out clearly point by point. In particular, where a lack of professional or personal qualities is alleged the relevant failings should be particularised. In so doing this allows the individual to know the case against them and to properly address it in any representation they choose to make.

(3) No other course of action is appropriate:

(a) In misconduct cases, there must be clear evidence that the person's position has become untenable as a result of the relevant misconduct.

(b) Where the application is based on security clearances, there should be an indication that the position cannot be regularised within a reasonable time.

(c) Where a lack of professional or personal qualities is alleged, where appropriate the application should explain why a period of quarterly reporting or use of the warnings process for reversion/Discharge SHORE in the current unit has been discounted, observing that these are the normal mechanisms for dealing with a person whose performance has fallen short of the required standard.

e. An application for removal from assignment must be accompanied by a Representation or Waiver of Representation. Other enclosures relevant to the circumstances detailed in the application should also be included and must be disclosed to the individual.

f. When considering an application for removal from assignment, Commanding Officers should seek advice from the relevant Regional Legal Office. Advice on related disciplinary issues should also be sought from the relevant Regional Legal Office.

g. **Measures Other Than Removal.** Where it becomes evident that Removal from Assignment is not appropriate, the CO may wish to consider the following options as a corrective measure for the individual:

(1) **Managing within the Unit.** This should be the normal course of action. The CO has a variety of management tools available by which to identify the individual's failings and provide a structured process by which the individual may rectify their performance and the CO may monitor it. This includes judicious use of the reporting system through MPARs and periodic appraisals to Quarterly Reporting, censure action and other warnings.

(2) **Directed Leave.** The CO can, at their discretion, send an individual on directed leave for a short period of time. This can be used appropriately to manage a situation, such as when a complaint of bullying and harassment has been made. Directed leave should not be given for longer than 4 weeks. If it becomes apparent that an individual will need to be on directed leave for longer than 4 weeks, an application for Suspension from Assignment must be made. Directed leave does not count against Individual Leave Allowance.

(3) **Suspension from Assignment.** See Para 6007.

Table 60.1 - Removal Criteria

Failure Identified	Untenable position with no realistic prospect of recovery	Fault of the Individual	Measures other than removal are inappropriate	Possible Course of Action
Yes	Yes	Yes	Yes	1. Fault Basis Removal
Yes	Yes	No	Yes	1. No Fault Basis Removal; or 2. Without Prejudice Reassignment
Yes	No	Yes	No	1. Suspension from Assignment; and/or 2. Administrative sanctions

h. **Exceptional Force Majeure Removal.**

(1) Only when exceptional circumstances make it impracticable to obtain prior approval before a ship or submarine sails may action be taken to affect a removal from assignment or a 'no fault' or 'without prejudice' reassignment. The fact that action has been taken to affect the removal or reassignment of the individual in this manner is to be reported to Dir P&T immediately. Details of why it was not practicable to seek prior approval should be included in the application for removal or reassignment on a 'no fault' or 'without prejudice' basis, which should be submitted at the earliest opportunity. Such a course inevitably tends to pre-empt or limit the decision of a deciding authority in any future disciplinary or administrative action. In all such cases the CO must justify both the urgency and correctness of their action.

(2) There may be exceptional circumstances where a CO decides that the person's position has become untenable before the adverse consequences (harm, damage etc.) have occurred. Generally speaking, the key issue will be one of evidence to support the assertion that the person's position has become untenable. The earlier the action is taken, the less likely it is that there will be sufficient auditable evidence. It will be necessary, therefore, to show that the circumstances are exceptional, that the adverse consequences bring high probability/high impact and that the decision to remove the person is proportionate, fair and reasonable.

i. **Conclusion.** The judgement of whether an individual's position has become untenable is an executive one. No two sets of facts are the same, and the judgement of untenability may be reached at different stages for different circumstances and different individuals. What is required is a careful balancing exercise of relevant factors such as: the rank/rate, status and responsibility of the individual; the operational circumstances; the Service interest; the interests of the individual; damage to Service reputation; the seriousness of the failing, harm, damage or mischief, and whether these have already adversely impacted on the efficiency or operational effectiveness of the unit or are likely to so impact.

j. Further guidance for COs and for NCHQ staff is at Annex 60A.

6007. Suspension from Assignment

a. **Purpose of Suspension.** Suspension is a measure less than a permanent removal from assignment but greater than directed leave see Para 6006.g(2) or any similar expedient measure which removes an individual temporarily from a unit. Guidance on these latter measures is to be sought from administrative authorities and the measures are to be fair, reasonable and proportionate at all times. The purpose of suspension, however, is to formalise the arrangements for a temporary removal from assignment either for the needs of the Service or those of the individual, or both. It is not a disciplinary or administrative sanction, but a temporary administrative measure in a sensitive case. It is particularly suited to situations which are likely to worsen for the individual or for the Service, where early intervention is likely to mitigate the adverse effects anticipated and where the interests of the individual and the Service are best temporarily frozen, permitting reinstatement of the individual if the anticipated adverse outcome does not materialise. A period of suspension may, therefore, end with the individual being restored to their original job or being permanently re-assigned.

b. **Grounds and Evidence.** An application for suspension should be founded on the types of circumstances that are grounds for permanent removal e.g. misconduct, security clearance, professional or personal qualities. The reason for this is that suspension needs to have a rational basis and needs to sit coherently with other measures. Crucially for suspension, however, the circumstances are not clear that an individual's position has become untenable (if this is the case, it would trigger a removal from assignment application). Furthermore, it is stressed that suspension does not mean or suggest guilt, and it is not an adverse finding against the individual. Where there is just cause, consideration should be given to whether suspension can be avoided by using alternative arrangements such as a temporary change to the individual's duties or posting within a unit. Although the decision-maker may decide on the need for suspension on a balance of probabilities, it is to be remembered that suspension is a serious measure to be used only exceptionally.

c. **Duration and Termination.** Suspension is a temporary measure taking suitable account of the relevant rank, grade, assignment or appointment of the individual involved. It should be kept under regular review by the Administrative Authority and Dir P&T, the latter having the right at all times to take assigning action in the best interests of the Service and the individual. As a guideline, the first review should take place one month after suspension began, with subsequent reviews taking place monthly thereafter. Review periods may be adjusted to suit the circumstances of each case, however, providing they are fair and reasonable. Since suspension is a temporary measure and is predicated on an individual potentially being able to return to assignment if the reason for the suspension no longer pertains, no permanent relief action will be taken and, therefore, the unit must be able to accept a gap or seek a short-term crewing palliative.

d. **Procedure.**

(1) **JRs.** Junior Ratings may be Managed Moved as required either within the squad or to the Recovery Cell pending the investigation.

(2) **Officers and Senior Ratings.** Application is to be made to the Administrative Authority via the relevant Regional Legal Office in accordance with the general procedure and format for administrative applications detailed at Annex 1E. The application should set out:

(a) The ground(s) on which it is made (e.g. misconduct).

(b) The evidential basis.

(c) The reason(s) why the Commanding Officer considers that suspension is a reasonable and proportionate response in the circumstances.

(d) Confirmation that, at the time of making the application, the individual's position in the unit has not yet become untenable.

(e) The initial period of suspension for which application is made.

(f) The period for which the unit can support a gap if necessary.

(g) Either a representation from the individual or a certificate to the effect that the right to submit a representation has been offered by the Service but declined by the individual. The individual should be apprised of the case to suspend them before the application is finalised and in order to allow them to address the fundamental issues in their representation.

e. **Assigning Action.** Whether assigning action is temporarily required to remove the individual from the books of the unit from which they are suspended will be decided on the facts of each case. In all cases of suspension the option must remain at all times for the individual to be restored to their original position with no adverse impact on their career.

6008. Assigning Officers Following Courts Martial Sentences

Career Managers should seek the advice of NLS Law3 when signals are received requiring Dir P&T to implement Courts Martial sentences e.g. an officer is to be dismissed from their ship.

6009. Assigning Ratings Sentenced to Imprisonment or Detention

Details of ratings sentenced to imprisonment or detention are to be signalled to the relevant CM so that appropriate assigning actions can be taken (see also Margin Usage Guide Part 3 Annex B). The committal date and sentence awarded are also to be quoted. AOs will be issued, retrospectively, where necessary, to remove such ratings from their current assignment and assign them to the Military Corrective Training Centre (MCTC) Colchester.

6010. Assigning Ratings on Completion of Sentence

a. When ratings are due for release from MCTC Colchester, a signal is sent to parent units, info CMs, giving expected release dates and requesting re-joining instructions. Ratings on sea service will normally return to their ships/submarines unless a recommendation to the contrary is made by the Commandant MCTC or an application from the ship/submarine for the rating not to return is approved by Navy Command. The assigning of those ratings not returning to their ships/submarines will be decided after consultation between CM and the Releasing Authority. In all cases AOs will be issued.

b. MCTC, as a Service Establishment, has established lines of communication with Deputy Director People Delivery (DDPD) and established practices for dealing with release on completion of sentence. In the case of personnel who are continuing in the Service after serving a sentence in one of His Majesty's Prisons (HMP), information, such as future release dates, may not be readily available. Assignment Orders may, therefore, have to be issued retrospectively.

6011. Assigning Ratings/Other Ranks Disrated, Reverted, Reduced in Rank or Deprived of Specialisation

a. WOs and NCO/Senior Ratings (including Acting and Local Acting Rates) who are disrated, reverted or reduced in rank either for discipline or unsuitability/incompetence will normally be assigned elsewhere unless the CO specifically requests otherwise. COs of ships/submarines and units/establishments (including LFS units) are to signal CMs as soon as disrating or reversion is approved, with any recommendations. CMs will then take reassignment action. Reliefs cannot be provided at less than normal assigning notice although ships may consider taking PERREQ action. CMs are to be notified as early as possible when reversion or disrating is likely to occur.

b. Junior Ratings disrated or reverted, or Mnes deprived of specialisation, will not normally be assigned elsewhere. If, however, the circumstances are considered exceptional, then a request may be made to the relevant Administrative Authority for approval, with a copy to CMs. If the approval is given, then assigning action will be taken but a relief cannot be provided at less than normal assigning notice.

c. For RM only, the consequences of being reduced in rank or deprived of SQ are explained in BR 1283 (RMIs) Chapter 6.

6012. Action to be Taken for Personnel Absent Without Leave

a. An absentee rating is marked 'RUN' by the parent UPO on the 8th day of absence. Personnel marked 'RUN' are to be assigned to MA12 (HMS NELSON) (for margin details, see Annex 3B).

b. Assigning Sections can only carry out this action if informed of the occurrence by the absentee's ship or unit. Often ships and units forget to inform the relevant CM, or inform long after the event, it therefore follows that assigning action may be taken retrospectively.

c. After 3 months, a Commanding Officer can apply for a rating marked ’RUN’ to be ‘discharged’ i.e. effectively removed from the ship's records allowing for a relief to be assigned.

d. The deserter's details will be removed from all assigning records at, or shortly after, this 3-month point.

SECTION 3

ASSIGNING FOR WELFARE REASONS

6013. Compassionate and Welfare Assignments (also see Chapter 24)

a. The Royal Navy Family and People Support (RN FPS) can make a recommendation for assignment action but the decision to approve or not approve a compassionate assignment lies with the CO. When the CM has been informed of the RN FPS recommendation, the position with regard to a relief will be signalled to enable the CO to decide whether or not to approve the recommended assignment. AOs will be issued to implement recommendations for compassionate assignments approved by COs. The individual reassigned for compassionate or welfare reasons will be liable for short notice sea assignment on removal of the restriction.

b. Extensions of compassionate assignment beyond 6 months will be recommended by RN FPS only in exceptional cases in accordance with Chapter 24. There are, however, rare circumstances when a permanent or prolonged assignment of over 6 months to a shore area may be appropriate or advantageous to the Service (e.g. personnel near the end of a pensionable engagement, or individuals with unique skills). RN FPS will, therefore, consider recommending assignments of over 6 months but have been requested to limit such recommendations to quite exceptional cases and where the individual's retention can be justified on the grounds of being of special value to the Service.

c. Assignments for welfare reasons for RM personnel may only be authorised by CDO after confirmation by RN FPS. If a position is available in the unit of choice, the individual’s circumstances will not prevent them from normal employment and the assignment is for geographical convenience then the individual is to be assigned into that vacant position. If there are no positions available, however, or normal employment is not possible for welfare reasons, then the individual should be placed in a suitable Margin Position (see Annex 3B) at the unit of choice.

d. Career Managers are not to raise an Assignment Order without prior discussion and approval by the relevant Personnel Support Group or Recovery Troop responsible for the margin selected.

6014. Assigning Parents of Children with Special Educational Needs

a. Though no longer mandatory, personnel with children with special educational needs should be strongly encouraged to register the child with:

Children’s Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE

b. Once a child is registered with CEAS, they inform the CM and the fact is recorded on assigning records by the restriction WSEN (Welfare – Special Educational Needs).

c. This information will be taken into account by assigning officers when planning an assignment and CMs will inform CEAS of any new assignment by letter. An example is at Annex 60B.

6015. Assigning Personnel Undergoing Courses of Assisted Conception Treatment

a. Wherever possible CMs are to provide stability for personnel seeking to access assisted conception services provided by the NHS in the UK for themselves or their spouse, civil partner or partner. It is intended to apply both to Servicewomen seeking assistance for themselves or their partners and to Servicemen whose wives or partners are seeking assistance.

b. An individual wanting to maintain stability to complete assisted conception treatment will need to inform their chain of command and their assigning authority, in confidence, of their situation in order for the CM to take account of the new circumstances and personal priority. It is essential that the individual asking for stability is made aware of any potential career implications that may result from their request (e.g. no concession will be made if a professional development course is missed in order to achieve the required family stability).

c. The length of the period of stability needed will vary with each case and according to the treatment being given. Ideally the period of stability should cover the entire pregnancy and where possible CMs should try to achieve this. MOD policy, however, is that the minimum period of stability should cover the time needed for all consultations required before the conception attempt and for one attempt at assisted conception to be completed. This minimum will normally be 6 months.

d. For full details see 2009DIN - 01-104.

6016. Career Management Record (CMREC) Assignment Restriction

a. Assignment Monitoring should be applied in cases where equality and diversity related harassment and bullying complaints have been upheld. It involves annotating Service personnel records with a Career Management Record (CMREC) Assignment Restriction to highlight where an individual's actions or behaviour indicate that they might be unsuitable for some posts, or assignment to the same unit as certain other individuals. Assignment Monitoring will be used in order to:

(1) Protect potentially vulnerable personnel and identify those whose long-term behaviour is of concern.

(2) Prevent complainants and respondents being inadvertently employed in close proximity in future where this is avoidable/desirable; and

(3) Provide the management tools to identify trends and identify those whose long-term behaviour is of concern

(4) Provide a means by which individuals whose career history indicates that they may pose a risk to vulnerable people are not assigned to a post where they will come into contact with such individuals (for example, in training roles) without due consideration and assessment of risk.

b. The CMREC Assignment Restriction will act simply as a flag to CMs to seek further advice on a particular individual; they will not have access to details of individual cases held on JPA.

c. In the event of an assignment order being raised for an individual who has a CMREC Assignment Restriction, the CM should request further information and a recommendation on suitability. The final decision on whether or not to proceed with the assignment will continue to rest with the CM, taking into consideration the balance of risk presented by the particular circumstances.

d. Full details of the Career Monitoring policy can be found in extant DINs.

SECTION 4

ASSIGNMENT OF SENIOR OFFICERS (1 STAR AND 2 STAR)

6017. Flag and Senior Officers' Appointment Board (FSOAB)

a. **General.** The FSOAB meets every 6-8 weeks. This maximizes the ability to administer assignments in-committee, especially in the competition space where opportunities can arise at short notice. The FSOAB will remain observant of the guidance set out in Chapter 59 Section 11 [Assignment Notice]. Each meeting will consider 1* and 2* appointments due to turnover at least 6-7 months in advance, although selection of candidates for Joint competitions, or appointments requiring extensive training or special clearances (e.g. attaché posts) are normally considered 12-18 months in advance.

b. **Membership.** The FSOAB is made up of the Chair and 3 core members:

Chair (Voting)	1SL
Core Members (Voting)	Fleet Commander CFS 2SL
Independent Private Sector Representative (Non-voting)	
Board Adviser (Non-voting)	Dir P&T

c. **Insufficient Members.** The FSOAB may proceed when one voting member is unable to attend.

6018. Before the FSOAB

a. Dir P&T's staff, supported by the NA, carries out the preparatory work and processes for the Board. Any questions on these processes should be directed to the Hd SOCTM in the first instance. This preparatory work includes assessing which appointments need to be filled, ensuring Job Specifications are updated and recommending **fields** for the appointments to be filled. Where demand exceeds supply, the priority afforded to posts by the FSOAB will apply. This means that in some cases, especially in the competition space, a candidate will not be run. Where selections are due to be made, Career Fields Champions (see Para 6611), employing officers and other stakeholders will normally be consulted as appropriate. Hd RN Medical Service and Commodore Maritime Reserves will act in the role of Career Field Champion for Medical/Dental/QARNNS/MS and Reservist officers where appropriate.

b. Acting as the 1* and 2* FSB, the FSOAB operates under a 6-weekly, 4-stage process of **Apply**, **Sift**, **Ratify**, **Select**. Under **Apply**, officers submit personal statements indicating why they are applying and their suitability for the job. All applications are then subject to an eligibility check, conducted by Hd PROMS. As zones for promotion to OF6 and above do not apply, eligibility checks apply primarily to applications for promotion and are based on promotion recommendations, though other factors may apply (see Annex 66B-4 and 66B-5). Notably, any applicant with no UK officer in their reporting chain will be treated exceptionally and their application added to the sift. Officers who believe their JPA record may be inaccurate or incomplete should contact the Hd SOCTM. Discrepancies between personal statements and JPA records will be reconciled by the Hd SOCTM. A pre-FSOAB **Sift** follows eligibility checks. Sifting comprises three components:

(1) Comparison of individuals' competences to requirements as specified in the Job Description to form an initial sift ranking;

(2) A review of OJARs as a basis for moderating the sift ranking;

(3) Consideration of individuals' psychometric test assessment as a means of confirming the sift ranking or highlighting anomalies (see Para 6611).

The sift ranking, in which all applicants will be represented, is passed to Hd SOCTM who leads the **Ratify** stage. With access to the same information set, Dir P&T, Hd SOCTM and the appropriate Career Field Champion generate a finalised list of candidates ranked in suitability order see Para 6610. The top four candidates form the Field (although this may vary according to the number of officers who meet the basic criteria required) which is used as the basis of the FSOAB-led **Select** stage. Occasionally only one officer may be eligible for an appointment, especially at more senior ranks. FSOAB members are a quorum of the Flag FSB and as such the selection of a candidate represents substantive promotion selection for that specific appointment only. FSOAB members may ask for full documentation to be provided on any officers not down-selected for further consideration at the meeting.

c. The appointments to be reviewed at the meeting includes all posts that meet the criteria as set out at Para 6018 sub para a above. Only those appointments which require a decision at that meeting require advance supporting paperwork. The paperwork for the meeting includes:

(1) **Covering Letter.** Brief to FSOAB members.

(2) **Job Specifications.** For all appointments being considered.

(3) **The Field.** Detailing nominated officers and any additional relevant information (including Career Field Champion, employing officer or other stakeholder comments where pertinent) that the members may require to make a decision.

(4) **Statements of Service.** For all nominated officers.

(5) **Recent ARs.** The last 3 OJARS/reports for each nominated officer (including RCDS/HCSC reports).

(6) **Personal Statement.** Drafted personally by each applicant describing reasons for applying and suitability for the job.

(7) **Psychometric Assessment.** Psychometric assessments for each officer in the Field.

(8) **Career Field Psychometric Profile.** To enable assessment and comparison of individual officers' degrees of fit to the job.

(9) **Scoring Sheet.**

d. The agenda (a standing agenda is at Para 6022) and supporting paperwork are sent out in soft copy 10-14 days prior to the scheduled meeting to all Board members (including non-voting members). Dir P&T briefs the Chair before each Board. Board members complete the scoring sheet for each appointment and return it to Dir P&T as directed or at least 48 hours prior to the meeting.

6019. At the FSOAB

a. The FSOAB normally takes place 6-8 weekly. At least 90 minutes are to be allocated for the meeting. Meetings may be arranged to coincide with other NAVB meetings if timings are more convenient or if additional meetings are required.

b. Dir P&T introduces the fields as set out in the supporting paperwork for all 1* and 2* appointments. Dir P&T provides a consolidated scoring sheet recording the votes of each member and highlighting the overall order of preference. The appointments are discussed in the following order:

(1) 2* appointments requiring decisions at this Board are considered by fill/training start date (earliest first).

(2) Predicted or known 2* appointments, with provisional fields, out to 18 months are discussed, but no decisions made.

(3) 1* appointments requiring decisions at this board are considered by fill/training start date (earliest first).

(4) Predicted or known 1* appointments, with provisional fields, out to 18 months are discussed, but no decisions made.

c. Once all appointments have been discussed, Dir P&T summarises the decisions made and notes any follow-up actions set by the Board.

6020. Post FSOAB Action

a. A Record of Decisions is promulgated to all Board members within 48 hours of the meeting. The Record includes:

(1) A list of appointments considered for decisions.

(2) Names of officers selected for those appointments.

(3) Names of officers considered but not selected against appointments.

(4) The final consolidated scores, but not of individual members' votes.

(5) A list of endorsed decisions.

(6) Any additional points as directed by the Board.

b. Dir P&T/NA contacts prospective employers of the selected officer in appointments considered sensitive, and where explanation may avert challenge.

c. Dir P&T/NA informs officers selected as soon as possible after the Board (1SL may inform officers personally for selected 2* appointments).

d. Individuals provisionally selected as naval candidates for competition in the Senior Appointments Committee (SAC), Service Secretaries Meeting (SSM) or MOD Wide Competitions (Open) are also to be informed by Dir P&T/NA of their selection and the procedures and timings for the next stage of the selection process.

e. Where an officer is not selected for any of the appointments that they were nominated for at a given board, they are informed by Dir P&T/NA before promulgation of the results.

f. For appointments subject to higher level clearances (e.g. by PM, SofS, CDS, PUS, NATO etc.) and for officers selected for appointments on promotion to 2 Star (approved by HM The King), individuals are informed by Dir P&T/NA that their provisional selection is subject to approval.

g. Once the individual officer has been informed and, where required, employers contacted, and all higher-level approvals completed, the announcement of the appointment is made by Flag OAL and/or signal, and released for public promulgation. For 2* appointments and above, NAVB members are informed of the appointment at least 2 days ahead of publication. Confirmed promotions will be announced in the monthly Promotions signal[2].

h. All JPA assignment action is taken by Dir P&T/NA's office which will then generate publication in the next OAL.

[2] Signalled on the last Thursday in every month and exceptionally adjusted during leave periods.

6021. Out of Committee Decisions

a. When a selection for an appointment has to be decided at short notice, Dir P&T initiates an Out of Committee (OOC) selection, either on paper or via VTC.

b. The documentation required is as follows:

(1) **Covering Letter.** Brief to FSOAB members.

(2) **Job Specifications.** For all appointments being considered.

(3) **The Field.** Detailing nominated officers and any additional relevant information (including Career Field Champion, employing officer or other stakeholder comments where pertinent) that the members may require to make a decision.

(4) **Statements of Service.** For all nominated officers.

(5) **Recent ARs.** The last 3 reports for each nominated officer (including RCDS/HCSC reports).

(6) **Personal Statement.** Drafted personally by each applicant describing reasons for applying and suitability for the job.

(7) **Psychometric Assessment.** Psychometric assessments for each officer in the Field.

(8) **Career Field Psychometric Profile.** To enable assessment and comparison of individual officers' degrees of fit to the job.

(9) **Scoring Sheet.**

c. **Process.** As a minimum, 1SL and 2 core FSOAB members are required for an OOC item although ideally all core members should be consulted. Documentation for the OOC submission is normally sent by e-mail/hard copy as convenient and members asked to vote as normal. For contentious selections VTC may be used, in which case the documentation should be sent by e-mail/hard copy to members prior to the conference. A response deadline is provided in each case.

d. **Results.** Decisions taken OOC are actioned and promulgated in the same way as normal FSOAB decisions as set out at Para 6020 above. OOC decisions are then formally briefed and recorded at the next scheduled FSOAB meeting.

6022. FSOAB Standing Agenda

The following is the standing agenda for the FSOAB:

Item 1 - Review of Record of Decisions from last meeting.

Item 2 - Review of Out of Committee Decisions since last meeting.

Item 3 - SAC Issues: 1SL debrief on last SAC meeting and look ahead to next SAC (*if required*).

Item 4 - 2* Appointment/Selection Board.

Item 5 - 2* Appointment/Nomination 18 month Forecast.

Item 6 - SSM Issues: Dir P&T debrief on last SSM and look ahead to next SSM (*if required*).

Item 7 - 1* Appointment/Selection Board.

Item 8 - 1* Appointment/Nomination 18 month Forecast.

Item 9 - Secretary Confirm Decisions.

Item 10 - AOB.

Item 11 - Date of Next Meeting.

SECTION 5

ASSIGNING TO PARTICULAR POSITIONS

6023. Lord High Admiral

With the establishment of the Ministry of Defence on 1 Apr 64, the office of First Lord of the Admiralty was abolished, and the functions of the Commissioners were transferred to the Admiralty Board of a tri-Service Defence Council, and the title and honour of Lord High Admiral was re-vested in the Sovereign.

6024. Vice Admiral of the United Kingdom

The Vice Admiral of the United Kingdom (VAdm of the UK) is an honorary office which has generally been held by a senior Admiral. Despite the title, the VAdm of the UK has usually been a full admiral. VAdm of the UK is the official deputy to the Lord High Admiral, an honorary (although once operational) office vested in the Sovereign from 1964-2011. The VAdm of the UK is appointed by the Sovereign on the nomination of the First Sea Lord, and their name published in the London Gazette. The VAdm of the UK normally retires at 70 years of age.

6025. Heads of Branch

a. The Heads of Branch (the 'Tribal Chiefs') provide a focus for matters affecting the officers and ratings of their branches. Their specific duties include:

(1) Advising the Admiralty Board (at Board or sub-Board level) on major matters of personnel policy affecting officers and ratings of their branches.

(2) Advising the Admiralty Board (at Board or sub-Board level) on matters of policy affecting the professional responsibilities of their branches.

(3) Advising Dir P&T on the career management and assignment of branch officers.

(4) Membership of officers' selection boards for promotion to Rear Admiral, Commodore, Captain and Commander, and RM equivalents.

(5) Liaison with professional institutions and bodies, and providing Naval Service representation to such bodies.

b. The roles of Chief Naval Warfare Officer (CNXO), Chief Naval Engineer Officer (CNEO), Chief Naval Logistics Officer (CNLO), Commandant General Royal Marines (CGRM), Chief Naval Medical Officer (CNMO), Director Naval Dental Services (DNDS) and Director Naval Nursing Services (DNNS) are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. Director General Naval Chaplaincy Services (DGNCS) is also a de facto Head of Branch. They are normally, but not necessarily, filled by the most senior officer of the relevant branch. Heads of Branch can occasionally be members of the Admiralty Board where the officer concerned is the most appropriate senior member of the branch.

c. To enable the Heads of Branch to discharge their duties, they are to be consulted and advised as appropriate. In order that they may be fully informed on professional matters, Heads of Branch are authorised to establish, at their discretion and in conjunction with Dir P&T, advisory groups comprising officers filling specialist assignments. This in no way reduces the right and responsibility of the Heads of Branch to consult departments and authorities through normal administrative channels when appropriate.

d. **Heads of Specialisation.** There are also a number of Heads of Specialisation, subordinate to the Heads of Branch, who provide a focus for matters affecting the officers and ratings of their specialisations. These posts are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. They are normally, but not necessarily, filled by the most senior officer of the relevant specialisation. Terms of Reference with respect to responsibilities to the Head of Branch and Dir P&T are to be maintained.

6026. Heads of Fighting Arm

Heads of Fighting Arm are responsible to the First Sea Lord for the morale and effectiveness of their Fighting Arm. Rear Admiral Submarines (RASM) is tied to the appointment of COM(OPS); Rear Admiral Fleet Air Arm (RAFAA) is tied to the appointment of COS(AV) and CGRM is Head of Fighting Arm for the Marine Corps (in addition to being Head of Branch). The Fleet Commander recommends a suitable Warfare 2* to First Sea Lord to be Rear Admiral Surface Ships (RASS).

6027. Career and Talent Management of Senior Military and Other Outer Office Appointments

a. The RN gains great insight and equity into top level issues through the management of appropriately qualified individuals into senior outer office appointments in Defence and Government[3]. Alongside this, the assignment of personnel with identified aptitude at the strategic-level, significant reach, and with strong potential for second stage careers in complementary Career Fields is vital to growing and retaining talent and brings an RN perspective to teams across Whitehall.

b. **Process.** All RN personnel being short-listed for senior outer office roles will be subject to an additional sift by 1SL, 2SL and Fleet Commander. These roles include, but are not limited to, 3* and above military, Civil Servant and Ministerial outer offices. They also include all positions within the Royal Household and naval or Defence positions embedded with other Government departments as well as key Defence Engagement posts. A list of identified positions is held by both SO1 and SO2 CAPPS and Whole Force CM. All CMs have access to the list but, due to the changeable nature of the roles identified, it will not be published more widely.

[3] This includes single Service, Joint, and Combined outer offices; Navy or Defence positions in No 10 Downing Street, Cabinet Office, FCO and Treasury, as well as Royal Household positions and key Defence Engagement posts.

c. 1SL, 2SL and Fleet Commander may identify talented individuals who they wish to add to the shortlist prepared by Career Managers. This conversation will be driven not simply by Future Availability Date but by the profile of the role in question, individual talent, SQEP and Service need. Any personnel identified for inclusion in the shortlist by 1SL, 2SL and/or Fleet Commander will be contacted by their Career Manager.

d. This process is an important component in the transformation of RN Career Management. It empowers individuals and their Career Managers to identify and deliver the best people into the most demanding posts in our Service, Defence and wider Government.

6028. Temporary Sea Assignment in Command

a. A formal assignment in command will not normally be issued unless:

(1) The ship proceeds to sea and the period of temporary command is not less than seven days; or

(2) If the ship does not proceed to sea, the period of temporary command is not less than 30 days.

b. When an Executive Officer is given temporary assignment in Command, it is usually desirable that another officer should, at the same time, be given a temporary assignment as Executive Officer.

6029. Assignment to the Staff of Fleet Operational Standards and Training (FOST)

Suitably qualified and experienced officers and Senior Ratings are continually sought for assignments to FOST. Commanding Officers are encouraged to identify such individuals and forward appropriate recommendations via an Annual OJAR/ SJAR. Similarly, officers may indicate a desire to serve in FOST. Candidates should demonstrate a high degree of professional credibility, sound core branch skills, dedication, above average personal qualities, dress and bearing and, above all, a willingness to impart their knowledge and experience.

6030. Assignment to Royal Fleet Auxiliary Ships

When RN officers and Other Ranks are assigned to Royal Fleet Auxiliary (RFA) ships ‘on loan’, the differing organisations require that:

a. They are aware of BR2 (QRRN) Article 3705 on the authority of the Master of an RFA.

b. For other than short periods of training e.g. helicopter crews undergoing training in RFA Argus, they are aware of the need to sign the ship’s articles of agreement.

c. Warfare officers require a Department of Trade Certificate of Competence. If they do not hold one, they are considered to be 'uncertificated' and, although they may hold an RN Navigational Watch Certificate and Bridge Warfare Qualification, the Master of an RFA is not permitted to place them in charge of a bridge watch.

6031. Assignment of Maritime Reserve Officers

Officers of the MR are assigned in accordance with the MR National Plots or to FTRS/ADC positions via the FTRS Cell.

6032. Attaché and Adviser Assignments

a. Attaché and adviser posts are under the auspices of the Foreign, Commonwealth & Development Office (FCDO) and are administered with the MOD by the International Policy and Planning (IPP) directorate. The nomination and clearance procedures are more complicated than for other assignments and may therefore take longer. Procedures are, however, still controlled by the appropriate Career Manager. Further guidance can be found in JSP 468 (Regulations and Procedures for Loan Service).

b. Officers and their dependants should hold full UK passports and officers and be both medically and dentally fit. The actual assignment to the post after completion of courses and briefings is not issued until just before it takes effect.

6033. Instructor Positions - General

a. Between periods of sea service, the only assignments available for the bulk of people are within the various training groups. It is therefore vital that such assignments are recognised and viewed positively by individuals, Commanding Officers and peers alike for the challenge and opportunity that they present, as well as being potentially career enhancing if performed well.

b. Personnel assigned as Instructors do not have to be volunteers for such duties. As a general rule, and a minimum standard, every officer, Rating/Other Rank should be capable of instructing junior rates/ranks of their own Branch. Additionally, for those being considered for Initial Training the text in an individual's AR must highlight clearly their above average qualities.

c. All personnel assigned to instructor positions are legally mandated to complete the 'Defence Train the Trainer' (DTtT) qualification. Ideally this should be completed before taking up the instructor assignment, but when this is not possible, it should be undertaken at the earliest opportunity when in post i.e. during the first term.

d. Instructional posts require high calibre individuals with the right aptitude. Before assigning individuals to instructor positions Career Managers should be aware of the criteria detailed in JSP 757 Chapter 8 Annex B (Guidance to Reporting Officers on Making Recommendations for Employment on Instructor Duties).

6034. Selection of Instructors for Phase 1 and Phase 2 Training

a. In order to maximise success within the training environment, considerable importance is placed on the selection of the highest quality officers and Ratings/ Other Ranks for duties in Phase 1 and Phase 2 training schools. Such an assignment as an instructor is an indication of an individual's above average qualities.

b. Ratings/Other Ranks should not be assigned to Phase 1 or Phase 2 Instructor positions unless they are competent, qualified, enthusiastic and have a specific recommendation that they have the necessary aptitude and temperament for such an instructional assignment reflected within the text of the individual's AR. Commanding Officers must pay close attention to the specific recommendations boxes in an individual's AR and follow the guidance set out in JSP 757. CMs will refer to the AR before taking assignment action and may also contact the Line Manager to gain further assurance that an assignment for Phase 1 or 2 instructional duties is appropriate and recommended.

c. Individuals assigned to Phase 1 or Phase 2 Instructor positions with regular responsibility for and interaction with trainees under the age of 18 years old will be required to complete a Disclosure and Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) clearance as described in Section 7. CMs should ensure that D&BS/PVG applications are initiated in good time to allow for the disclosure process and subsequent employer assessment to be completed prior to assignment action . Refusal by an individual to complete a D&BS/PVG check may result in administrative action being taken against the individual.

6035. Driver Positions

a. Certain positions require the individual filling the position to have a driving skill. This can range from a 'standard' driver to Forklift (MHE) or Mobile Crane driver. CMs are, wherever possible, to assign personnel already qualified and holding the appropriate competency to these positions.

b. High level instructions are contained in JSP 800 Vol 5. When a Driver Training Course is required, CMs are to refer to current RNTMs or JPA for details of courses. Personnel can be booked on courses via the CBC.

6036. Recruiting - Service with Captain Recruiting and Attraction (R&A)

a. **Assigning.** Officers or ratings on normal commissions or careers/engagements can be assigned for duties with the Naval Recruiting Service in Armed Forces Careers Offices (AFCOs), Royal Navy Careers Information Offices (RNCIOs), R&A Presentation Teams and Officer Careers Liaison Centres (OCLCs). A full list of AFCO and RNCIO locations is at Annex 60C.

b. **Loans.** Personnel can volunteer to be lent for duty in an AFCO for periods of between one and six months, subject to the AFCO being able to accommodate them. Reliefs will not be provided. Assigning clearance is not required for loans under one month but clearance must be sought from the respective Area Recruiting Manager (see Annex 60C). Applications from Squadded ratings are to be processed initially through their EWO and then forwarded to the appropriate WMO to ensure that the movement of personnel is correctly recorded.

c. Volunteers should be able to project a good image of the Service, be able to converse with young people and their parents about their careers and service experience. Ideally, they should be junior ratings or other ranks of any branch or category. Exceptionally, specially recommended Senior Ratings and RM SNCOs under the age of 30 may be considered. Personnel who have submitted notice may volunteer and will be considered by R&A, provided they are specifically recommended.

d. Candidates for loan service with R&A will normally be expected to live at home/with parents as Service accommodation outside of the main Naval areas cannot be guaranteed and SSSA accommodation cannot be provided at R&A's expense. Home to duty travel will normally be payable up to a maximum of 50 miles per journey.

e. Commanding Officers are to forward service details of suitable volunteers who can be spared without relief to the appropriate CM for assigning clearance, with details of:

(1) Three AFCOs in order of preference.

(2) Home town.

(3) Dates of proposed loan.

f. If assigning clearance is given, DDPD will forward names to the respective Area Recruiting Manager.

6037. Sports Coaches

To enable the Navy to utilise highly qualified sports coaches, the establishment of Sport allows coaches to be attached to the Sport workforce, assigned to HMS TEMERAIRE. Coaching roles will vary subject to the demand and the requirement, and requests should be submitted to Head Navy Sport for recommendation for approval by Deputy Director People Delivery or Director People & Training. Once approved, Service Personnel will be assigned to a position by the relevant Career Manager once the appropriate clearances are in place.

6038. Elite Athlete Scheme

Service Personnel identified as 'Elite Athletes' may be eligible for leave of absence in order to represent the Naval Service at a national or international level. For further information, refer to BRd 51(4).

6039. Retinue - Catering Services (Chefs and Stewards)

a. Care must be taken throughout the Service to identify and recommend suitable ratings for retinue service.

b. Ratings due for sea are assigned in their rightful turn whether or not they are in retinue service.

c. Ratings may not be selected for retinue service when serving at sea unless:

(1) They are approaching their normal FAD.

(2) Their relief can be given normal assigning notice (see Chapter 59 Section 11).

(3) They have completed sufficient sea time to support a reasonable period ashore.

d. Suitable ratings may volunteer for retinue service at any time through their Divisional Officer. Divisional Officers should, however, be cautious in their assessment and recommendation for such duties.

e. Flag Officers may select certain members of their retinue in accordance with procedures laid down by MOD(N). DDPD will arrange for Service Documents of nominated ratings to be forwarded to Flag Officers for vetting and selection.

f. The personal staffs of Commodores, Captains and Commanding Officers of Shore Establishments are not retinue posts as such, and the allocation of such staffs is the responsibility of individual COs using ratings assigned in normal course to their units.

6040. Volunteers for Special Reconnaissance Regiment, Special Forces, Defence Human Intelligence (DHI), OP SAMSON, 148 (Meiktila) Commando Forward Observation Battery Royal Artillery or the Commando Mobile Air Operations Team

a. The instructions for the recruitment of RN personnel for Special Employment (SE) are held in current DINs. The allocation of personnel for SE has high priority and volunteers are not to be prevented from putting themselves forward in accordance with the instructions. Accordingly, all nominations for SE should be allowed to complete the interview and be cleared to attend one of the designated courses. CMs are to consult with Branch Managers; when a volunteer is in a shortage category, the following guidelines may be used:

(1) Where a volunteer is at sea but not in a shortage category, they should be spared at the earliest opportunity commensurate with normal assigning notice for a relief. The SE interview should be arranged so that the course start date is within 12 months of the interview. For shore service personnel, the volunteer should be cleared to attend a course no later than 12 months from the date of the next available interview.

(2) Where the volunteer is in a shortage category and at sea, release may be delayed until the first available course after the planned FAD. Personnel on shore service should be cleared to attend a course no later than 12 months from the next available interview.

(3) Where assigning clearance cannot be given for an individual, the REQM is to raise a signal, giving the full justification for non-clearance.

b. Volunteers are strongly recommended to seek CM advice prior to volunteering for Special Employment as there may be wider career implications that should be considered.

6041. Sea Safety Courses - Ships/Submarines

The definitive regulations appertaining to Sea Safety Training Courses can be found in BR 2170 and current DINs. Guidance can also be sought from the Course Booking Cell Team Leader (93 825 4085). The practical assigning implication, however, and mandatory requirements for ships and submarines are as follows:

a. **Ships.** The Basic Sea Safety Course (BSSC) and Intermediate Sea Safety Course (ISSC) are mandatory for sea service. The One Day Sea Safety Course (ODSSC) is for personnel who are due to embark for periods of 7 – 30 days (total) in any 4-year period but will not be liable to form part of a sea or harbour DC&FF party. The requirement and perishability of the BSSC, ISSC and ODSSC Courses are:

(1) **BSSC.**

(a) BSSC is to be completed successfully before taking up First Sea Assignment (FSA). The course is programmed and booked by the respective training pipeline managers.

(b) BSSC is valid for 4 years. This period applies to any courses commencing from 8 Jan 07; earlier courses were valid for 2 years.

(c) Ratings removed from the course or deemed to be ’unsafe’ on completion are not to be assigned to a seagoing unit, notwithstanding that this may result in a gapped position. In the first instance, arrangements for the rating to retake the course are to be made.

(2) **ISSC.**

(a) ISSC is valid for 4 years. Some career courses will have ISSC programmed as part of the training pipeline or the course is arranged by CMs via the Course Booking Cell.

(b) Where, for whatever reason, personnel are unable to attend the planned ISSC, or the timeframe does not allow a course to be re-booked and completed prior to joining, the unit is to be informed, by signal, and appropriate action taken on receipt of the reply.

(c) Waivers will only be granted in exceptional circumstances by the Fleet MEO. For details see BRd 2170.

(3) **ODSSC.** Embarked Military Forces, residual RNR and any other personnel due to embark for periods of 7–30 days (total) in any 4-year period are to attend the ODSSC prior to their first embarkation and re-qualify every 4 years as required.

b. **Submariners.** Firefighting Courses and SubMarine Escape Rescue, Abandonment and Survival Training (SMERAS) are mandatory for all personnel joining submarines and failure on either course may preclude service in submarines. The requirements for, and perishability of the courses are:

(1) **NBCD 12R(SM) Basic Firefighting Course.**

(a) NBCD 12R(SM) is to be successfully completed by all personnel within six months of joining a submarine or conducting SMQ Dry (when applicable). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(b) The above 12 months waiver is valid for only one through assignment after which the individual must re-qualify, regardless of time spent ashore.

(2) **SMERAS.**

(a) SMERAS is to be successfully completed by all personnel before a first sea assignment to a submarine.

(b) For subsequent assignments to sea, SMERAS is a mandatory course which will be booked by the CM as part of the individual's overall TEM package.

(c) Should a SMERAS re-qualification be required during a submarine sea assignment (including FOST SM Sea, SCU Sea etc.), it is the responsibility of the individual to:

(d) The initial qualification is valid for 42 months and requalification is valid for a further 42 months.

(e) A non-submariner, 1-day basic course is available and is valid for 36 months on qualification.

i. Identify the requirement, and

ii. Book a course through the appropriate CM.

(3) **NBCD 9(SM) Attack Party Leader's Course.** NBCD 9(SM) is to be completed by all Cat A2 Watch-keepers before their first sea assignment in that position (the course is usually completed as part of NPSupC before a first sea assignment as a Cat A2 watch-keeper and therefore negates the requirement for a separate course). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(4) **NBCD 25(SM) Advanced Firefighting Course.**

(a) NBCD 25(SM) is to be completed by Cox'ns, CMEMs and CPO Ops within 3 months of joining a submarine iaw the Unit Establishment List.

(b) The qualification is valid for 5 years, irrespective of subsequent assigning.

(5) **NBCD 26(SM) Firefighting Continuation Team Training Course.**

(a) NBCD 26(SM) is to be completed annually by all ratings in a sea assignment and is to be arranged by the Submarine through direct liaison with the firefighting schools.

(b) The qualification is valid for 12 months only.

6042. Senior/Leading Rates' Leadership Courses

a. Senior and Leading Rates' Leadership Courses (SRLC and LRLC) are conducted by the Royal Naval Leadership Academy at HMS COLLINGWOOD. The demand for courses often exceeds available places.

b. Personnel are automatically assigned to LCs as part of their career progression. Occasionally, however, individuals may apply by e-mail to the relevant CM through the Divisional System.

c. Full details on course booking, eligibility and prioritisation for places can be found in the current RNTM. See Chapter 21 Section 6.

SECTION 6

ROYAL MARINE ASSIGNMENTS

6043. Key Staff Assignments (RM Officers)

a. **Scope.** Certain key staff assignments at OF3 and OF4 levels require high calibre officers due to their demanding nature, pivotal role in maintaining operational capability and high-profile output; making them worthy of Head of Profession (HoP) oversight. Operational context, changes in ToRs, and the structure of the parent organisation will mean that the list of positions that require the appointment of high calibre officers will vary year on year and there is no exhaustive list of these assignments. OCM RM SO1, in conjunction with OCM RM SO2A, consulting with employers, is responsible for determining which assignments require HoP endorsement.

b. **Process.** Selection decisions will be made by Navy Career Management using the normal appointing principles; matching the job requirements, availability, individual talent management, and personal preference, with the most suitable and qualified individuals from across the RM Officer cohort. The RM Career Manager will consult with relevant OF5s within the RM Profession and, where required, the parent organisation of the position to determine the most suitable candidate, prior to gaining HoP endorsement. Officers on LFS or in CAPPS assignments will only be considered where their Future Availability Date (FAD) aligns with the availability of the assignments under consideration. Those officers whose removal from their current assignment would be detrimental to their careers will only be considered in extremis.

6044. Special Assigning for RMOR

a. **Specialisation Advisers.** Specialisation Advisers (SA) are, in the main, based in the lead training schools for their Specialisation, however, some may be based at NCHQ and RMB Stonehouse. CDO maintains a close liaison with SA who provide advice on the suitability of individuals for particular assignments and on the upgrading of training requirements within their Specialisation. SA do not assign or promote - they advise; assignment and promotion remain the responsibility of DDPD.

b. **Selection for Special Assignments.** Volunteers for specially selected jobs will be trawled for by CDO as required. On receipt of nominations, and in consultation with the prospective employer, a suitable candidate will be chosen to fill the post. For the duration of the tenure the position will belong to the candidate's specialisation, since that specialisation will still require a promotion behind, the candidate will still be considered for promotion within specialisation and return to it on completion of the tour.

c. **Personal Staff to Senior Officers.** With some exceptions, retinue staff to Senior Officers are almost exclusively Staff Car Drivers and these are now very few in number. Volunteers are sought by the usual process when positions are due to become vacant. An initial sift by CDO will result in a short list being forwarded to the respective Senior Officer for final selection. Assignment duration will normally be linked to the Senior Officer's assignment.

d. **Drum Major Selection and Employment.** CDO is responsible for the selection and employment of Drum Majors in consultation with the Principal Director of Music (PDM). Candidates will be trained at the RM School of Music.

e. **Licence Acquisition (TF 18).** It is Corps policy to ensure that where possible all recruits on completion of their King's Squad passout gain Cat B and Cat C + E licences at the Defence School of Transport (South) (DST(S)), based at CTCRM, before they join their first unit. Failure to do so will disadvantage the individual and may have an effect on the OC of the unit or wider RN/RM.

6045. Selection and Assigning for Command, Secondary Specialist Qualifications (SSQ) and Primary Specialist Qualification (PSQ) Training

a. CDO is responsible for selecting SNCOs, NCOs and Mnes to attend command, specialist and technical training courses. Numbers for command, specialist courses are derived from the Authorised Numbers generated by SO1 Requirements (RM)/Structure Policy Advisory Group (SPAG).

b. On the day of completion of Command, SSQ and PSQ training courses, SNCOs, JNCOs and Mnes will be assigned in line with RM workforce priorities. On completion of Command training it may be necessary to return the individual to their previous unit until the respective SQ training course has been completed or relevant position is available at their new rank.

c. **General Provisions.**

(1) On completion of recruit training, Mnes will normally be assigned for an initial two-year assignment to one of the Commando Force Units as Commando Duties (CD), except for Buglers and Musicians.

(2) During their first tour, CD Mnes are strongly encouraged to volunteer for PSQ training, although they may opt to remain in the CD specialisation. Efforts will be made to protect those in the early stages of building experience in a Cdo Unit. This involves providing opportunities to gain SSQ and serve in a Cdo Unit before being considered for DSS. However, there may be instances where the service requirement must come first. Thus, when the DSS Statement of Training Requirement (SOTR) quota is not met, and after exhausting the volunteers list, DSS ranks will be drawn from:

(a) CD marines on completion of basic training, and marines up to the rank of Cpl, who are not loaded to an alternative PSQ course or aptitude.

(b) Marines who fail to attend or have failed/voluntary withdrawn from a non-DSS PSQ3 course.

(c) All OR2/3 Marines who request a Withdrawal of Early Termination (WoET). OR2 ranks who have already specialised may be retained in their parent PSQ if deemed appropriate by a CM/BM judgement panel.

(3) DSS Mnes on completion of their Return of Service (RoS) (2 years from qualification) may either remain in their DSS specialisation or volunteer for another PSQ. DSS ranks considering volunteering or transferring to an alternative PSQ must submit their 'Employee Preferences' at the 12-18 month point after completing their DSS PSQ course. This allows a minimum of six months for the RM CM to load ranks onto their preferential PSQ course. Guaranteed transfers are at Mne/LCpl level only to the first available PSQ course subject to meeting all the pre-requisites. Should a person decide to remain in Specialisation after they have completed their DSS assignment, or accept substantive promotion, then the individual will forfeit their DSS transfer right. Once the DSS competence has expired, DSS rights cannot be applied to any subsequent PSQ preference change and transfer requests will be conducted through a normal PSQ transfer board. DSS Mnes who remain in their DSS specialisation after the completion of the RoS will be considered to be volunteers. Ranks volunteering themselves into a DSS PSQ will attract the same transfer rights as those nominated for DSS. Guidance can be found in RMOR Career Handbook.

(4) Second tour CD Mnes will be assigned on experience and SSQ gained to CF and Non-CF units in accordance with the RM workforce priority.

d. **Applications and Recommendations for Training.**

(1) **Recruits.** During recruit training, personnel are to be informed of the specialisations open to them and encouraged to volunteer. They are to complete a specialist and training preference form, which guides their assignments on King Squad Pass out.

(2) **JNCOs and Mnes.** Those who do not hold a PSQ are strongly encouraged to volunteer for such training. Volunteers for PSQ training should talk to their respective RMCA or SA and then apply for courses on JPA through their Employee Preferences/Sea Preferences. All are to note that career aspirations for an individual will not be drawn through onto the Appraisal Report (AR) from Sea Preferences; individuals are to ensure that this detail is recorded in the relevant section within their Preferences.

(3) A recommendation for an individual's suitability for Command or PSQ training is to be forwarded to DDPD (RM) as follows:

(a) **Appraisal Report.** Whenever an AR is raised.

(b) **Employee Preferences/Sea Preferences.** Whenever an individual submits an amendment or update to their preferences, they should be noted within the unit and then processed in JPA to the relevant DDPD (RM) CM desk. Failure to do this will mean the individual's name is not added to the list for their preference specialisation and they may not be assigned correctly.

(c) **RMCA Interviews.** During their personal interview, the RMCA will discuss the choice of specialisation, the availability of training with each recruit and aim to manage expectations accordingly.

e. **Selection Process.**

(1) **Command Course Training.** The RMORs' RM Workforce Appraisals and Career Progression Team Office holds annual Promotion Selection Boards (PSBs). Each PSB consists of a chairperson plus two other members; either two officers of at least OF2 rank or one officer and one WO1. The PSBs are chaired by CDO for all selections to promotion to WO2 and CSgt and SO2 RCMRM1 for selection for promotion to Sgt and Cpl. The PSBs select personnel for Junior, Senior and Advanced Command courses from specialisation command course selection lists, derived from ARs with a positive recommendation for promotion, in addition to taking into consideration qualifications and seniority, but with the principal criterion being merit.

(2) **PSQ Courses.** DDPD(RM) selects personnel for PSQ courses from requests submitted via the JPA Preferences. Consideration is given to suitability, seniority, education, availability and the date at which they became a volunteer.

(a) **Vehicle Technician Training (VM3).** Personnel who volunteer for VT3 training must attend an in-unit workshop assessment to gauge suitability for the VT specialisation. The individual must be able to fulfil the ROS requirement (see Chapter 54) before being considered for this training.

(b) **RN Establishments and Ship Detachments - Selection for VT Training.** Volunteers for VT3 training who are serving in RN Establishments and ships' detachments are to arrange for attendance at a RM workshop assessment through the VT SA at the earliest opportunity; this will assess their suitability and take the necessary action.

(c) **Weapons Technician (WT), Fabrication Technician (FT), RM Communication eXploitation (RMCX) and Technician Electronics Systems (TES).** Personnel who volunteer for WF/FT training should have attended and passed a workshop assessment, whilst those volunteering for RMCX must have Level 2 Functional Skill English and Maths and are required to pass a two-day aptitude course. There are also Nationality constraints for those volunteering for RMCX. TES applicants are to attend a Personnel Selection Officer (PSO) interview to access their suitability.

(d) **Assault Engineer (AE).** Personnel who volunteer for AE training must attend, pass and receive a recommendation from an AE aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. AE aptitude courses are held at CTCRM and run by IS Coy.

(e) **Mountain Leader (ML).** Personnel who volunteer to become a ML2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR. ML aptitude courses are held at CTCRM and run by ML and ISTAR Coy.

(f) **Physical Training Instructor (PTI).** Personnel who volunteer to become a PT2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. DDPD(RM) will conduct the final selection process and load to course to meet the SOTR.

(g) UK **Special Forces (SBS, SAS, SRR, SFC).** Personnel who volunteer for UKSF selection are to have completed their RoS and gain clearance from their HoDs. The application process can be found in the UKSF Selection DIN

f. **Return of Service (ROS) for Training.** Individuals must be able to fulfil the ROS requirement before volunteering or being considered for any Further Training. ROS policy can be found in Chapter 54 and in the RMOR Career Handbook.

6046. Provisions for the RM Band Service

a. **Musicians and Buglers.** Assigning within the RM Band Service will be dictated by the need for suitability and continuity to produce a cohesive ensemble. In conjunction with this is the opportunity to give a wide variety of employment to all ranks as dictated by rank structures in the Band's unit establishment list.

b. **Tenure of Assignments.** Musical Instructors, persons in key assignments throughout the Band Service and superior instrumentalists, will normally be given a 3-year tenure of assignment. The key assignments are:

(1) Corps Bandmaster.

(2) Corps Bugle Major.

(3) Corps Drum Major.

(4) Higher Training Instructor.

(5) Assistant SO(M).

(6) Bandmasters of Bands.

(7) Recording/Sound Engineer RMBS.

(8) Stage Manager Band Service.

SECTION 7

DISCLOSURE AND BARRING SERVICE AND PROTECTING VULNERABLE GROUPS CHECKS REQUIRED BY LAW AND MOD POLICY

6047. Introduction and Important Caveat

a. **General.** The Royal Navy has no exemption to legislation relating to safeguarding and disclosing criminal records, as detailed in JSP 834 and 893. It is unlawful for an organisation knowingly to offer work in a position that includes Regulated Activity to an individual who is disqualified from working with children or adults or fail to remove such a person from such a position. An amendment to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England and Wales) allows the Royal Navy to conduct a certain level of disclosure checks for individuals carrying out duties which involve caring, training, supervising or being in sole charge of persons aged under 18 serving in the Armed Forces in England and Wales.[1]

b. **Purpose.** This chapter is the Royal Navy Policy for Employment checks on personnel in positions requiring disclosure checks. It allows employment decisions, (including obtaining disclosure checks) to be made. It also details the Royal Navy policy for making a referral to the Disclosure Agencies[2] when an individual who works with vulnerable groups may have harmed or put at risk of harm, an adult or child.

(1) Commanding Officers are to conduct regular reviews of establishment PID/JPAN posts to ensure that only those posts that meet the current criteria set out in References at Para 6048.a sub para (1) and sub para (2) are marked with the appropriate Disclosure & Barring Service (D&BS) or Protecting Vulnerable Groups (PVG) check competence requirement.

c. **Scope.** This is consistent with JSP 893 Part 1 and Part 2, the contents of which are not duplicated here. This contains the Royal Navy's policy and procedures, including any variations to the JSP. Whilst this aims to cover the Royal Navy as a whole force, specific guidance on Civilian Disclosure checks is contained within the referenced in Part 2, JSP 893 and guidance on Disclosure checks for Cadet Force Adult Volunteers is contained within Royal Navy Cadet policy.

d. **Out of Scope.** The following are not covered within this chapter:

(1) **Baseline Personnel Security Standard (BPSS) Version 7 (2024DIN02-014).** Baseline Personnel Security Standard Checks and the process for applying for Disclosure Checks during enlistment for those requiring Career Employment Checks for vetting purposes, are conducted by the National Recruiting Centre (NRC). BPSS checks are not to be used to obtain Standard or Enhanced Disclosure & Barring Service checks for new entrant or continuous employment purposes.[4]

---

[1]There is currently no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

[2] Each disclosure organisation has guidance on assessing eligibility:

- Disclosure and Barring Service for England and Wales: https://www.gov.uk/find-out-dbs-check

(2) **Non-UK Criminal record checks.** SP who have lived overseas prior to enlistment are required to supply a certificate of good conduct from their local in-country police force as part of NRC recruitment policy. This must be verified with the local in-country police force prior to a conditional offer of employment being made and a Disclosure & Barring Service check for employment obtained prior to a start date in the Royal Navy or Royal Marines being offered.

(3) **Safeguarding.** This is not the Royal Navy's safeguarding policy. Having a Disclosure Check in place does not negate the need for the appropriate safeguarding processes and procedures. Defence policy on safeguarding is contained in JSP 834.

e. The Disclosure and Barring Service (D&BS) has replaced the Criminal Record Bureau (CRB). In England & Wales, the Defence Business Service operate the MOD automated application system using uCheck for digital identity checks.

(1) Paper application forms will cease to be processed by Defence Business Service on 1 May 2025, all applications will use the automated system following the flow chart at Annex 60F. Once an application has been processed, the Discipline Team receive electronic notification of a clear check, which enables JPA competence to be awarded by the Discipline Team. A check requiring attention will require a copy of the certificate to be forwarded to the Discipline Team for consideration.

(2) Protecting Vulnerable Groups (PVG) applies in Scotland. The employer no longer receives a separate copy of the individual's Certificate of Disclosure and the RN is now entirely dependent on the applicant providing a certified copy of their certificate in order for the final decision on suitability to be made as required by safeguarding legislation.

(3) It is also worth clarifying a common misunderstanding about the certificate received by the applicant from the D&BS. This is a Certificate of Disclosure and does not constitute approval to work with vulnerable individuals until its contents have been processed by the Discipline Team in NCHQ. This is the case for all RN/RM disclosure certificates whether or not they contain adverse information. Personnel at unit level do not have authority to confirm clearance, even if the disclosure is apparently clear of recorded offences or cautions.

6048. References and Further Information

a. The following are References for this subject:

(1) JSP 893 V6.2 Oct 24 – Safer Recruitment and Employment.

- Disclosure Scotland: https://www.mygov.scot/working-jobs/finding-a-job/disclosure/
- Access Northern Ireland: https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks

(2) BRd 2 Chapter 65.

(3) BRd 3(1) Chapter 6 Section 11.

b. Further information may be obtained as follows:

(1) On the MOD D&BS policy and RN process from the RN Disclosure & Barring Service and Protecting Vulnerable Groups Check: NAVY CULTURE DISCIPLINE HEAD. Email: NAVY CULTURE-DISCIPLINE HEAD SO2

(2) Details of the roles and responsibilities of individuals associated with the disclosure application process are at Annex 60H.

6049. Protecting Vulnerable Groups in Scotland

a. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVGA) operates in broadly the same way as the legislation applicable in England and Wales. It does however use subtly different criteria to define those at risk and also requires the data subject (applicant) to become member of the Protection of Vulnerable Groups Scheme.

b. Reference at Para 6048.a sub para (1) contains further detail on the Scottish clearance process. Applications are available for those who meet the criteria in the normal way through the Naval Service Nominating Authority, see Para 6047.

c. **Due to a change in legislation in Scotland on 1 Apr 25, all RN and Civilian personnel associated with delivery of healthcare are to have a Protecting Vulnerable Group check in place. All Career Managers and Line Managers will need to assess the Position ID numbers / MyHR. The legislation refers to the mandated requirement to have a Criminal Record check, if you are in a medical role in Scotland under the Scotland Protecting Vulnerable Groups (PVG) scheme.**[5]

(1) The Protection of Vulnerable Groups (Scotland) Act 2007 has been revised to expand the range of roles that are considered to be regulated. Personnel conducting regulated roles in Scotland must be members of the Protecting Vulnerable Groups (PVG) scheme, administered by Disclosure Scotland, otherwise they will be guilty of a criminal offence.

(2) The new definition of regulated roles includes conduct of the following activities in Scotland where those activities provide opportunity for contact with children and protected adults. This includes training for a regulated role and supervision or management of an individual in a regulated role. Breaking down some of the definitions:

(a) **Protected adults.** A protected adult includes anybody over the age of 16 who is receiving medical or welfare services.

[5] Regulated role is defined by PVG as a paid or unpaid role which requires a person to conduct certain activities when in contact with children and protected adults. Further information can be found in BRd 3(1) Part 7 Chapter 60 and at the following links; Schedule 2 - Regulated roles with Children (https://www.legislation.gov.uk/asp/2007/14/schedule/2), Schedule 3 - Regulated Roles with Adults (https://www.legislation.gov.uk/asp/2007/14/schedule/3).

(b) **Contact.** Contact includes physical contact and written or verbal communications, as well as 'exercising power or influence'. This last point is defined as assisting, facilitating or impeding progress towards a desirable outcome/objective for an individual or making decisions of an operational or strategic nature that could have an impact on a number of protected adults.

(c) **Regulated activities.** The activities that might lead to a role being regulated include delivery of medical care, being involved in the domestic services in a healthcare setting, provision of counselling or therapy, having the ability to directly influence the operational delivery of medical or care services, driving or escorting protected adults, and holding a position of responsibility in an organisation whose main purpose is to provide healthcare.

d. Career Managers for RN Medical and Welfare personnel outlined in the definitions above conducting any activities in Scotland, will be required to apply for a Scottish criminal records disclosure check using Digital Form 003A (see Annex 60E).

6050. Personnel Requiring a Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. References at Para 6048.a sub para (1) and sub para (2) contain the criteria for assessing whether a post requires a criminal record check in order to comply with Safeguarding legislation and/or MOD policy. There are branches and trades where all personnel are required to hold continuous in-date clearance (continual regulated activity) and other posts that require the post holder to hold clearance merely for their tenure in that post (non-continual regulated activity. The following list covers the most common positions that will require and justify the disclosure of their criminal record:

(1) All Royal Naval Medical Service (RNMS) personnel, support staff, social workers and welfare and all Service personnel seconded to the NHS when in a continual regulated activity role as defined by their PID/JPAN.

(2) All RNR Medical Officers, QARNNS(R) Officers and RNR Nurses when in a continual regulated activity role as defined by their PID/JPAN number.

(3) All positions involved with Recruitment and Attraction including Careers Advisors, presentation teams and AIB members during their tenure including Candidate Preparation Centres where under 18's may be in attendance, (to be removed as a competence in JPA when no longer required).

(4) All Legal (when acting as family lawyers) positions.

(5) All RN / RM and Cadet Force personnel involved with Cadet/Combined Cadet Forces

(6) Some RN/RM Police.

(7) Some RN/RM PTs.

(8) All Chaplains/Officiating Chaplains/Honorary Officiating Chaplains/Non-Religious Pastoral Officers and CSW staff.

(9) Some Instructional Staff (Service/MoD Civilian and Contractor supplied) responsible for training under 18 trainees at Phase 1 and Phase 2 Training Establishments in England and Wales.

b. **Contracted Staff.** Where contracted staff are employed in positions which have been identified as requiring D&BS or PVG check, it is the responsibility of the supplying contractor to ensure the necessary checks have been carried out. Commanding Officers of units should satisfy themselves that this has been done before contracted personnel take up employment within the unit. Where necessary, contract amendment action should be taken to reflect this requirement.

c. **Instructional Staff at Phase 1 and 2 Training Establishments.** An amendment to the Rehabilitation of Offenders Act (Exceptions) Order 1975 allows, but does not legally oblige, the MoD to conduct D&BS checks on those personnel in, or being assigned to, positions whose normal duties involve caring for, training, supervising or being solely in charge of Service personnel under 18, and the supervisors/managers of those positions.

(1) Currently, MoD policy in this respect is that such checks will only be made on qualifying staff in Phase 1 and Phase 2 Training Establishments in England and Wales. Limiting application of checks in this way keeps the need for additional checks to a minimum without unduly compromising the level of risk to which Service personnel under the age 18 are exposed.

(2) There is no legislation in Scotland that allows for those personnel caring for, training, supervising or solely in charge of Service personnel U18 in Basic or Initial Trade Training Establishments and supervisors of such individuals in Scotland to be subject to a disclosure check.

6051. Level and Type of Disclosure & Barring Service or Protecting Vulnerable Groups Check

a. The type of clearance requested is to be specified on the application request form (see Annex 60E). There are two types of clearance: those who have qualifying contact with ‘Children’; and those who have qualifying contact with both ‘Children and Vulnerable Adults’. It is also important to provide an accurate job description detailing the likely interaction with vulnerable individuals as this will be used by police forces to decide what information is relevant to disclosure.

b. The country in which the work is undertaken is to be specified on the application request form (see Annex 60E). This will inform the RN Nominating Authority which application pack(s) or online application to forward to the applicant. Where qualifying employment is likely to be undertaken in both Scotland and England/Wales, clearance is NOT portable between the respective safeguarding systems (JSP 893 Para 41 refers).

c. Use of Disclosure and Barring Service Update Service. Individuals who require Disclosure clearance throughout their career are mandated to sign up to the online update service in accordance with JSP 893.This is offered to individuals by the Disclosure agency at the point a certificate is issued, and the application is time limited. The service has an annual cost which must be paid by the individual. For Civil Servants[6] Royal Navy Welfare Services and all healthcare professionals as annotated in Annex A, these costs can be claimed back via the Employing Unit. Individuals using the service must give permission to the Nominating Authority to view the status of an existing certificate in order to make an employment decision. If new information is disclosed a fresh disclosure check will be required.

6052. Assessment of Certificates of Disclosure

a. The assessment of all criminal record disclosures is performed by the NCHQ Discipline Team. This ensures that good control is exercised over this important and sensitive process, that suitability decisions are consistent, and that competence data is recorded correctly.

b. On receipt by the applicant the Certificate of Disclosure is to be forwarded to the RN Nominating Authority irrespective of the contents. Disclosures containing adverse information are then forwarded to the NCHQ Discipline Team Email: NAVYCULTURE-DISCIPLINE@mod.gov.uk for assessment and, where necessary, staffed through the Royal Navy Employment Suitability Decision Panel (RNESDP).

6053. Application Procedure

The procedures to be followed by Career Managers and Recruiters to ensure that criminal record checks are completed in a timely and correct manner in compliance with Safeguarding legislation and MoD policy are summarised in the following Annexes:

a. The ‘In-Service’ clearance process is illustrated by the flow chart at Annex 60F. Career Managers are to note that they are responsible for the prompt submission of application requests in order to ensure that clearance is obtained prior to the applicant assuming duties with vulnerable individuals. Career Managers are also responsible for ensuring that renewals are initiated in good time for continuous clearance to be ensured where necessary.

b. The ‘Recruitment’ clearance process is illustrated by the flow chart at Annex 60G. Should the gap between obtaining clearance and the candidates start date exceed 6 months then guidance is to be sought from NAVY CULTURE DISCIPLINE HEAD SO2 on the validity of the clearance and any requirement to obtain a fresh disclosure.

[6] Civilians may claim this cost back using the process guide contained JSP 893, Part 2 Civilian Guidance.

6054. Suitability Decisions and Competence Recording

a. Responsibility and authority for making suitability decisions rests with authorised staff within NCHQ. The RN Nominating Authority is authorised to award clearance for disclosures received confirming the absence of any relevant police / conviction information. The Discipline Team is authorised to award clearance for disclosures received containing minor, dated and unrepeated offences. All other disclosures are referred to the Royal Navy Employment Suitability Decision Panel (RNESDP).

b. Employment Suitability Decision. Responsibility and authority for making employment suitability decisions sits with one of two nominated employment suitability decision authorities: The Culture & Leadership Discipline Team, or the Royal Navy Employment Suitability Decision Panel (RNESDP) comprising:

(1) Navy Culture Discipline SO3 – (NAVY CULTURE-DISCIPLINE SO3) (Chair)

(2) RN Police Chief of Staff – (NAVY POLICE-HQ COS)

(3) RN FPS SO1 Casework – (NAVY PEOPLE-PS RN FPS HQ CW)

(4) Career Manager Chief of Staff SO2 – (NAVY PEOPLE-CM COS)

These two authorities will ensure that all safeguarding employment suitability decisions, which are both important and sensitive, are considered in a regulated, consistent, and timely manner. Their assessment of the information must be a fair, non-discriminatory assessment, and done so on a case-by-case basis. No matter what other qualities the individual has, the decision to employ them is based solely on risk of harm to vulnerable groups.

c. For Civil Servants, the responsibility for making employment decisions sits with the Nominating Authority and should follow the process in JSP 893 Part 2, Guidance. Further guidance can also be found at Disclosure Checks: Civilian Guidance (OBJ. Once an employment decision has been made the Line Manager is responsible for updating MyHR and the Unit Disclosure Register via the UDO.

WARNING

IT IS UNLAWFUL FOR THE ROYAL NAVY OR ANY MOD TRAINING UNIT / ESTABLISHMENT OR SCHOOL TO KNOWINGLY EMPLOY AN INDIVIDUAL ON A BARRED LIST IN A ROLE THAT INVOLVES REGULATED WORK OR REGULATED ACTIVITIES.

d. The information contained within a Disclosure Certificate will either contain: no adverse information, adverse information, and/or barring information if a Barred List check has been requested. An adverse disclosure (and/or barring information) will contain criminal record information and/or information held by the local police that is considered relevant to the role. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in Annex 60I.

6055. Portability of Disclosure and Barring Service and Protecting Vulnerable Groups Checks

a. Employing authorities may use an individual's existing disclosure check as the basis for their decision-making, where the individual:

(1) moves within Defence to a similar role requiring the same level of check or lower. The employing authority is to satisfy themselves of the previous employing authority's decision-making process.

(2) is from outside Defence and is registered with the Disclosure and Barring Service Update Service (England and Wales only) and gives permission for the employing authority to check the status of their existing original disclosure certificate online. This only applies if the new role is similar and requires the same level of check as the original certificate.

Note. *The employing authority will still need to see the original certificate and review it as per this policy. With online checks more commonplace across Defence, an online representation of the certificate and/or notification received by the employing authority can also be accepted in lieu of a physical certificate (an e-certificate is acceptable). However, if any adverse information is disclosed, the original paper certificate must be viewed before an employment decision can be made.*

b. Employing authorities must conduct a new disclosure check where an individual:

(1) is within Defence and seeks a different role and/or requires a higher level of check.

(2) is from outside Defence regardless of whether they hold a valid certificate (unless they belong to the update service as per Para 6055 a (2)

c. Moves to a different UK country or works in locations in multiple UK countries. If an individual moves to a different UK country or works in locations in multiple UK countries (for example, works both in Scotland and England), they will require separate applications and disclosure checks to be completed for each location because they will fall under a different disclosure organisation.

6056. Renewal of Disclosure and Barring Service and Protecting Vulnerable Groups Clearances using the Update Service

a. Reference at Para 6048.a sub para (1) Where an individual undertakes a role for which a disclosure check can lawfully be conducted, this is to be renewed at least every three years (civilian/volunteer/Army/RAF) or at least every five years (Navy). Defence civilians, RAF and Army Service personnel who currently hold a disclosure clearance valid for 5 years may maintain this validity period but will move to three years on renewal.

b. If concerns arise over an individual's suitability to work with children or adults, the employing authority must carry out all relevant checks as if the person were a new member of staff at any time within the disclosure certificate cycle. For example, this might be prompted by a new relevant conviction. Such an instance will also prompt consideration of action to restrict the individual's interaction with vulnerable individuals while their suitability is being confirmed.

c. If the individual is based overseas, in addition to the renewal of a disclosure check a local police check will also need to be obtained as part of the renewal process.

d. JPA claims for reimbursement of Disclosure & Barring Service Update Service charges are to use this paragraph as authorisation. The claims procedure for RN personnel is at Annex 60D to this chapter using UIN N6276A.

6057. Unit Disclosure Officer

All units/ships/establishments which employ personnel in continual regulated or non-continual regulated positions are to appoint a Unit Disclosure Officer (UCRDO), of rank not less than Chief Petty Officer/Colour Sgt RM/Admin Officer (E1). They are to be responsible to their Commanding Officer, or equivalent, for maintaining a register of all positions (Service, MoD Civilian, Royal Fleet Auxiliary, Volunteers and contractor-provided personnel), continual regulated or non-continual regulated for which the personnel employed are required to hold a D&BS or PVG Check and pursuing any non-conformances. Terms of Reference for this are at JSP 893 Annex A.

6058. Amending JPA Post Competences

Commanding Officers are responsible for conducting regular reviews of post competences to ensure that all of the applicable posts are flagged with the requirement for D&BS or PVG Checks. Where such a competence is to be removed an email should be sent to the NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk so that endorsement can be forwarded to the Navy Command Workforce Change Management Team.

ANNEX 60A

REMOVAL FROM ASSIGNMENT - CAREER MANAGER ACTIONS

1. Personnel are not to be removed from an assignment by ’painless’ extraction, but only formally and in strict compliance with the regulations set out in Para 6006. Rapid action may be needed on occasion, but the requirement for speed should never be permitted to cause unfairness. Insofar as the individual to be landed is concerned, their career will inevitably be interrupted. It may be, particularly in disciplinary cases, that proper investigation reveals no case to answer, or that only minor charges are capable of proof. In such circumstances an individual could have reasonable grounds for complaint about an over-hasty decision to approve their removal from a key career assignment. Furthermore, to land an individual almost invariably causes assigning turbulence in the plot concerned and therefore adversely affects other individuals.

2. In all cases where removal from assignment is considered, there should be a clear, written audit trail of the decision making process. The aim should be to provide a clear factual record for the decision to land an individual, to rebut any subsequent challenge. If it is not possible to provide such an audit trail, the correctness of any decision to land will inevitably be cast into doubt.

3. Applications to land individuals usually require rapid staffing, however it is very important that an issue of such importance is handled correctly. To reflect the points above, the following procedures are to be followed:

a. On learning that an application to land is under consideration, ensure that the local command is aware of the guidance in Para 6006 and has considered all other options (e.g. warnings or application for Quarterly Reporting).

b. Make it clear that a written application will be required (e-mail or signal is acceptable) direct to the NCHQ Casework Cell. The subject officer/rating should be made fully aware of the Command intent throughout the process and be offered their right to submit a representation against the application to remove. If they decline the right, a statement of waiver is to be signed and is to accompany the application.

c. The application no longer needs to be accompanied by an AR however it should be as full as possible to assist the CM in placing the individual in their next assignment. If the application is based on professional or personal shortcomings, it will be expected to demonstrate an audit trail of appraisals, warnings etc. It should be noted that an adverse inspection report (by FOST for example) does not of itself justify landing an individual, although it may add weight to an application. In all cases where it is *proposed* that a pregnant Servicewoman is moved from her post because of her pregnancy, a review is to be carried out by the appropriate policy desk(s). Finally, ensure that the local commander is aware that the application for landing is subject to approval. Dir P&T/NavSec has delegated authority to Deputy Director People Delivery (DDPD) to approve the landing of Lt Cdrs[1] and below. Where Command input is required (for CO, XO of DD/FF or unusual case), this is to be sought by the NCHQ Casework Cell. The local commander should inform the individual that an application is being made, but should avoid precipitate action on the presumption that the application will be approved. Consideration should be given to seeking CNLS Law 3 advice at this stage.

d. Consider the re-assignment of the individual in the event of their landing being approved, consider arrangements for a relief. At this stage it is helpful to ask the local commander whether the billet can be gapped.

e. If, on receipt of an application, there is insufficient evidence to justify landing, CMs should not hesitate to say so. Frequently, cases gain a momentum which is difficult to stop. If as a CM you believe that there is sufficient material, then make your recommendations as appropriate. In either event ensure your views are recorded in the audit trail.

f. Submit the application to DDPD for approval. For landings requiring Dir P&T/NavSec approval, the application should still be submitted through DDPD. The application should include a draft letter for signature to promulgate the recommended decision. If landed, the draft letter must include instructions regarding the individual's next assignment. It may be desirable to send the individual on leave for 3-4 days, having been given an order by a superior officer in the discharging unit to report to their CM at a specific time. Ensure that the individual's whereabouts on leave are made known to the CM.

g. Inform the local commander of DDPD/Dir P&T/NavSec's decision. The signed letter may be emailed or may form the text of a signal, according to circumstances.

4. When staffing the application, the NCHQ Casework Cell is to ensure that Fleet Pol Sec is kept aware of the salient aspects of the case where a removal from assignment involves one or more of the following factors:

a. Removal relating to a CO or OIC.

b. Operational sensitivities (most likely to arise where a unit is deployed in theatre).

[1] Provided that, when the subject of the proposed removal is an officer of Lt Cdr's rank, they are not in command.

c. Potential embarrassment to the RN.

d. The circumstances surrounding the case are already in the public domain.

e. This link will provide for accurate and pertinent detail to be made available to inform Ministerial submissions as required.

5. If a decision is taken to land an individual, then the RN has a duty of care towards the individual. CMs need to play their part in discharging the duty of care by coordinating other stakeholder engagement. The following serves as a useful checklist for ensuring that the officer's potential needs are met:

a. Contacting the individual as soon as practicable after their landing to discuss their future assigning.

b. Arranging a suitable 'holding' assignment to reflect the precise circumstances of the case.

c. Re-assuring the individual concerned and indicating suitable sources of advice as appropriate.

d. Briefing the new 'employing officer' of the circumstances in sufficient detail to enable them to discharge their responsibilities to the individual, but avoiding prejudice against the individual concerned.

e. Prompt identification and allocation of a new Divisional Officer.

f. Engagement with the Welfare Services.

g. Engagement with the Naval Chaplaincy.

h. Engagement with the Command Secretariat for Policy Secretariat (including allocation of a Media Shield, if appropriate).

i. If returning from an operational theatre:

(1) Access to decompression.

(2) Access to Trauma Risk Management.

j. An interview with the CM, or SO1 Branch CM (if appropriate, or sought by the individual). This should include the following:

(1) Confirmation in writing by the subject officer that they have been made aware of their right to submit a representation.

(2) Confirmation of their next assignment.

(3) Confirmation by the subject officer that they are aware of their new Divisional/Regimental chain of command.

k. If sought by the subject officer, a Key Stage Career Interview.

l. Continued contact with the subject officer until they join their new unit.

m. Emphasising to all concerned that Dir P&T/DDPD staffs are neutral in the management of the incident(s) which gave rise to the decision to land and the subsequent investigation.

ANNEX 60B

PRO-FORMA FOR LETTER TO CEAS INFORMING OF PLANNED ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Children's Education Advisory Service
Trenchard Lines
Upavon
Pewsey
Wiltshire
SN9 6BE

ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Reference:

A. CEAS/ ..... (Reference of assignment restriction)

1. (Rank/rate, Initials, surname, service number) ..... currently serving in (name of unit) ..... who is a parent of a child whose name is included in the register of children with special educational needs has been detailed to join (name of ship, submarine, establishment or unit).....on (date) ..... Their address from that date will be:

.....

.....

.....

2. The assignment is to Local Foreign/Loan/Exchange* Service and they can elect to be accompanied by their spouse. (Delete entire sentence if not applicable.)

[Career Manager]
For Deputy Director People Delivery

ANNEX 60C

SERVICE WITH CAPTAIN RECRUITING AND ATTRACTION

1. Armed Forces Careers Offices (AFCOs) and Royal Navy Careers Information Offices (RNCIOs) are located as follows:

Office	Contact	Area Recruiting Manager
Eastern England		
Brighton	01273 325386	02392 294255
Cambridge	01223 315118	01582 726115
Canterbury	01227 457848	0207 3053223
Chatham	01634 813860	0207 3053223
Chelmsford	01245 355134	01733 568833
Derby	01332 348120	0115 947 3629 x 8109
Guildford	01483 302304	02392 294255
Ilford	0208 8518 5855	0207 3053223
Ipswich	01473 254450	01733 568833
Leicester	0116 254 323	0115 947 3629 x 8109
Lincoln	0152 252 5661	0115 947 3629 x 8109
London	0207 305 3414	0207 3053223
Luton	01582 721501	01582 726115
Norwich	01603 620033	01733 568833
Nottingham	0115 947 3629	0115 947 3629 x 8109
Oxford	01865 553431	01582 726115
Peterborough	01733 568833	01733 568833
Portsmouth	02392 812572	02392 294255
Southampton	02380 630486	02392 294255
Reading	01189 585642	01582 726115
Wales & Western England		
Birmingham	0121 633 4995	0121 633 6420
Bournemouth	01202 311224	0117 926 0233
Bristol	0117 926 0233	0117 926 0233
Cardiff	02920 726813	01743 232541
Coventry	02476 226513	0121 633 6420
Exeter	01392 274040	01752 604563 x 6517
Gloucester	01452 521676	0121 633 6420
Plymouth	93784 6513	01752 604563 x 6517
Redruth	01209 314143	01752 604563 x 6517
Shrewsbury	01743 232541	01743 232541
Stoke	01782 214688	0121 633 6420
Swansea	01792 654208	01743 232541

Office	Contact	Area Recruiting Manager
Taunton	01823 354430	0117 926 0233
Wolverhampton	01902 715395	0121 633 6420
Wrexham	01978 263334	01743 232541
Northern England		
Carlisle	01228 523958	0161 835 2923
Darlington	01325 461850	0191-232-7048
Hull	01482-325902	0114 -272-1476
Leeds	0113-243-2914	0114 -272-1476
Liverpool	0151-236-1566	0151-236-1566 x 8221
Manchester	0161-835-2923	0161-835-2923
Middlesbrough	01642 242773	0191-232-7048
Newcastle	0191-232-7048	0191-232-7048
Preston	01772-555675	0161-835-2923
Sheffield	0114-241-3215	0114 -272-1476
St Helens	01744-739527	0151-236-1566 x 8221
Scotland & Northern Ireland		
Aberdeen	01224 639999	94747 4302
Belfast	9491 43131	9491 43131
Dundee	01382 227198	94747 4302
Dunfermline	01383 625283	94747 4302
Edinburgh	0131 221 1111	94747 4302
Glasgow	94561 5701	94561 5700
Inverness	01463 233668	94561 5700

2. Points of contact for the Students' Presentation Teams or OCLCs are the Regional Business Managers as follows:

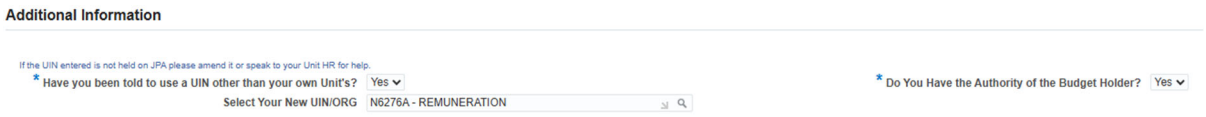
South East (London)	020 7305 3415
East Central (Peterborough)	01733 352502
South West (Plymouth)	01752 604563 x 6531
West Central (Birmingham)	0121 634 8519
Northern West England (Liverpool)	0151 236 1566 x 8240
Northern East England (Newcastle)	0191 232 7048
Scotland & Northern Ireland (Rosyth)	01383 425526

ANNEX 60D

JPA CLAIMS GUIDANCE FOR ROYAL NAVY PERSONNEL MANDATED TO USE THE DISCLOSURE & BARRING SERVICE UPDATE SERVICE

For Royal Navy Personnel:

- Log in to JPA.
- Navigate to JPA Expenses.
- Click Create New Expense Claim.
- Type of Claim: Select Miscellaneous from drop down menu.
- Authority: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d) reimbursement of cost for D&BS Update Service as required for my role”.
- Under Additional Information: Select Yes to answer both questions.
- Select the magnifying glass icon.
- In the search bar, enter N6276A[1] and click Go.
- Click the radio button/circle in the first column to highlight the new UIN.
- Click Select which should generate the below screen:



- Click Next.
- Click the blue Details icon in Line 1 on the right side of the screen.
- Expense Type: Professional Body Subscription Fees.
- Enter the Date Expense Incurred.
- Number of Days should not be changed from 1.
- Insert Receipt Amount.
- Justification: Enter “In accordance with BRd 3(1) Chapter 60, Section 7 Para 6056(d), reimbursement of cost for D&BS Update Service as required for my role”.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- Click Return.
- Click Next.
- A warning message will appear. This is expected functionality and does not prevent the submission of an eligible claim.
- A summary of your claim will be displayed. You may return Home to cancel your claim at this point or go Back to edit your claim by clicking the appropriate button.
- Once comfortable that you have confirmed your eligibility and have in all other cases met the policy constraints and accepted the Terms and Conditions of the MOD's Travel and Expense Policies, select Submit.

[1] SP from other Services must not claim against the Royal Navy UIN. Army claimants must use UIN A2259A and RAF claimants do not need to alter the UIN as D&BS claims are charged to default UINs.

ANNEX 60E

DISCLOSURE & BARRING SERVICE/PROTECTING VULNERABLE GROUPS - DIGITAL FORM 003A DISCLOSURE REQUEST

Rev 07/25

DISPATCHED ON: ……

NOMINATION FOR D&BS/PVG (SCOTLAND) DISCLOSURE CHECK

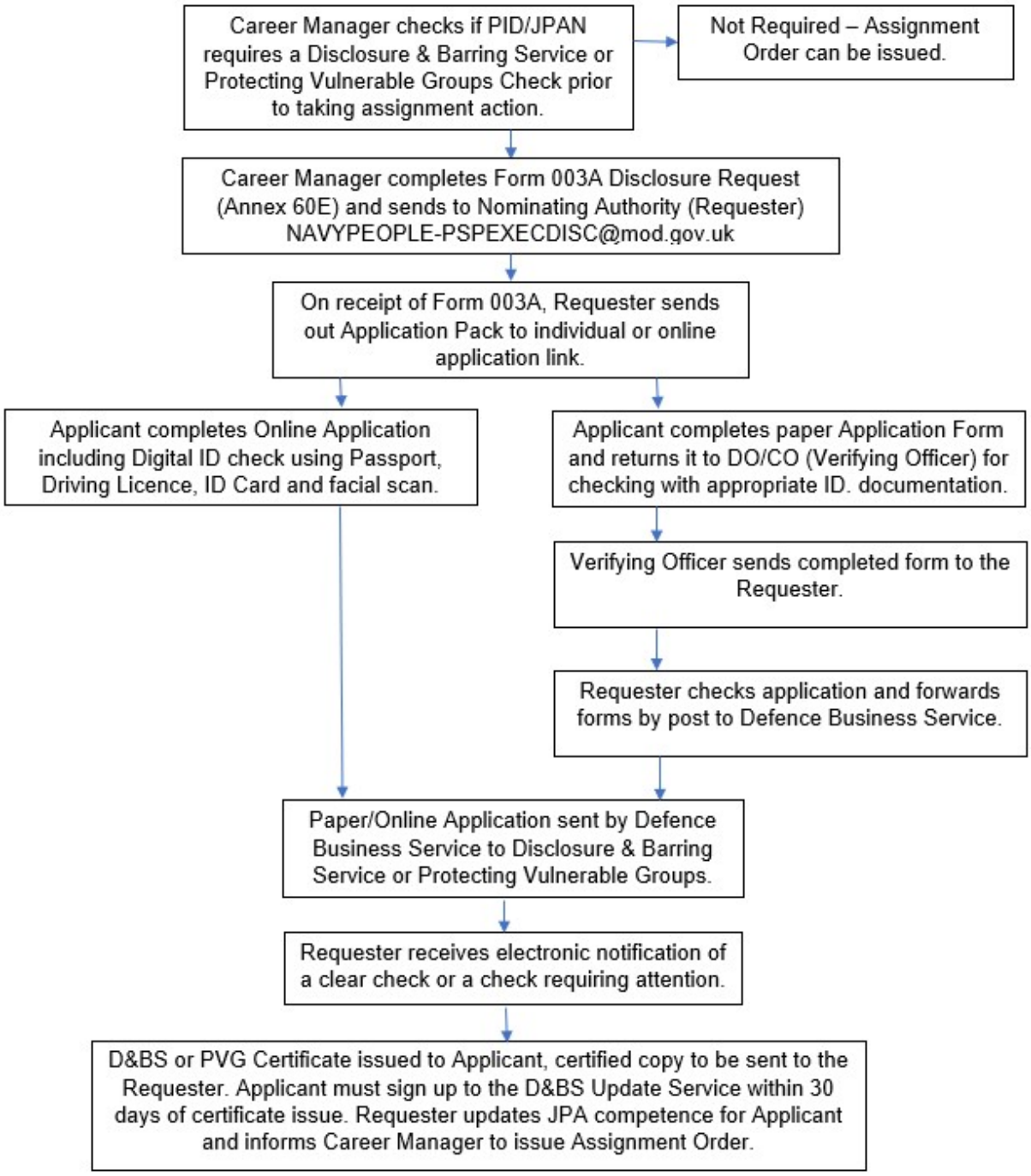
Surname:	Forename(s):
Rank:	Branch:
Service No:	Date of Birth:
Applicant Email Address:	Applicant Contact Number:
Unit requiring check: JPA Position Number (PID):	**Type of Disclosure Required:** (Please only mark in the box required) **[ ] England/Wales D&BS Check** **[ ] Scottish Disclosure Check** **[ ] Northern Ireland Check**
Description of Position - **must** include statement on degree of contact with children (under 18's) or vulnerable adults and in what environment e.g. Classroom, outdoor activities, Phase I/II Training Establishment, Instructor etc**.**	
Requesting Career Manager / Advisor or Unit Disclosure Officer:	
Branch:	
Email Address:	

This form must be completed and emailed by the individual's Career Manager / Advisor or Unit Disclosure Officer to:

NAVY-CULTUREDISCIPLINEDBS@mod.gov.uk

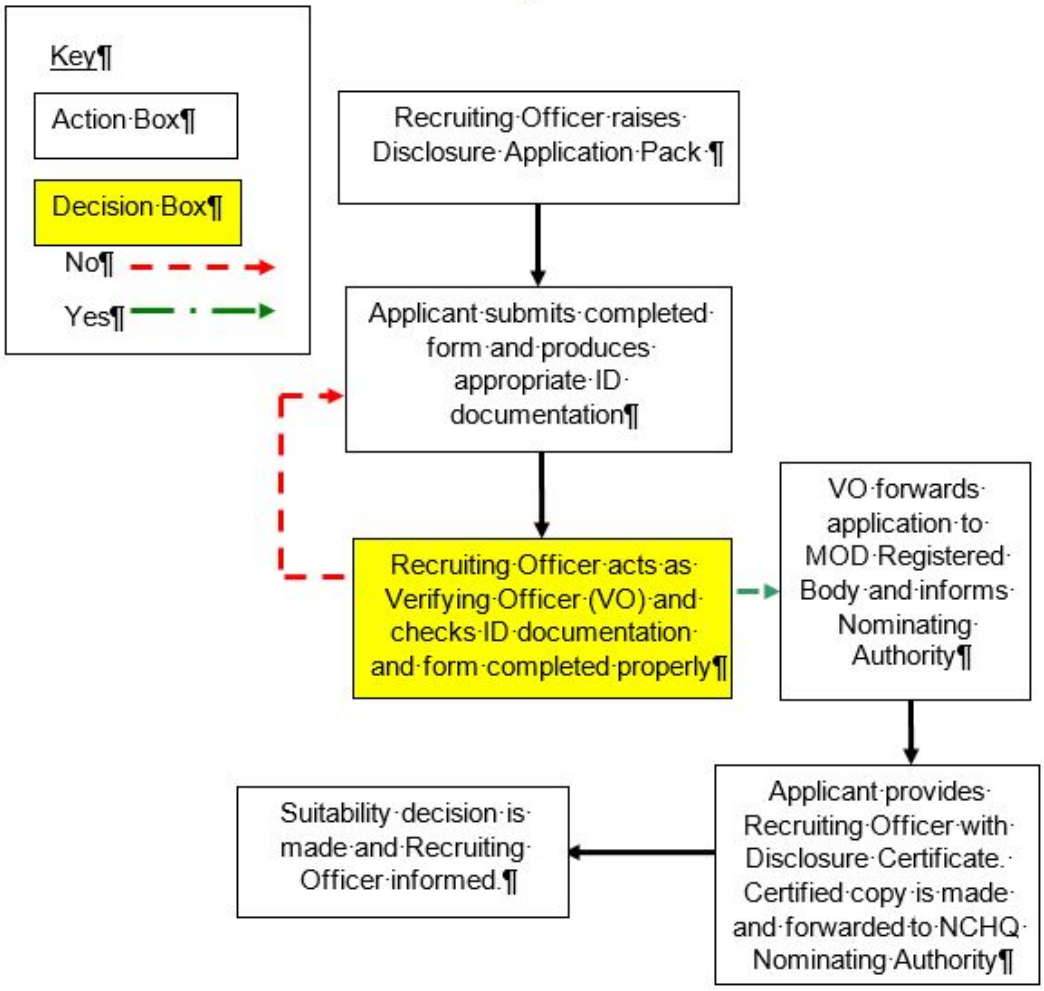
ANNEX 60F

IN-SERVICE DISCLOSURE & BARRING SERVICE / PROTECTING VULNERABLE GROUPS CLEARANCE – FLOW CHART



ANNEX 60G

RECRUITMENT/REJOIN CLEARANCE - FLOW CHART



ANNEX 60H

DISCLOSURE & BARRING SERVICE OR PROTECTING VULNERABLE GROUPS CHECK PROCESS ROLES/RESPONSIBILITIES

1. Career Manager

Responsible for:

- ensuring that requests for clearance (D&BS/PVG - Form 003A) are properly completed and dispatched to NAVYPEOPLE-PSP EXEC DISC@mod.gov.uk when taking assignment action so that the assignee is cleared to undertake the assignment on joining.

- submitting renewal requests 6 months prior to expiry of current check in time to ensure continuity of clearance where required.

2. AFCO Recruiter

Responsible for:

- sending D&BS/PVG Form 003A to the Naval Service Nominating Authority Requester

- physically sighting and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

3. Verifying Officer (VO)

Responsible for:

- ensuring the Disclosure Application form is completed properly; and

- conducting verification of identity checks (to be superseded by D&BS automation (England & Wales) when introduced.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk

4. Divisional Officer(DO)/Commanding Officer(CO)/Appropriate Person(AP)

Responsible for:

- acting as Verifying Officer (to be superseded by D&BS automation (England & Wales) when introduced; and

- ensuring the NCHQ Discipline Team is informed of any potential delay in the Process.

- physically sighting, verifying and scanning certificate and email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk.

5. Naval Service Nominating Authority

Responsible for:

- acting as Requester for the D&BS Automation process for England & Wales checks.
- raising Disclosure Application Pack once D&BS/PVG-003A is received and sending to applicant;
- ensuring returned Application Form is completed properly;
- returning any incomplete forms to correct individual ensuring application details are recorded on the local spreadsheet/database;
- annotate clearance on JPA.
- ensuring complete Application Pack is sent to the MOD Registered Body;
- ensuring local spreadsheet/database is updated with Clearance details once received from Defence Business Service (DBS); and
- ensuring correct individuals are notified of ‘green light’ decisions.

6. Navy People-CM HUB2

Responsible for:

- Providing Service Numbers of all Medical personnel on joining BRNC Dartmouth and HMS Raleigh to and email to NAVYPEOPLE-PSPEXEC DISC@mod.gov.uk

7. Navy People Discipline Policy Head

Responsible for:

- ensuring documentary evidence is requested from applicants in cases of ‘amber light’ decisions;
- confirming clearance within delegated authority;
- engaging with RN D&BS/PVG Check Panel for decisions on suitability for cases that fall outside of delegated authority;
- ensuring appropriate individuals are notified of panel decision;
- on receipt of any appeal against refusal to grant clearance, put together brief and case commentary/history for Deciding Officer; and
- notifying appropriate individuals of appeal decision.

8. Applicant - responsible for:
Responsible for:

- completing the application form accurately and without unnecessary delay;
- engaging with their Verifying Officer; and
- providing a certified copy of the Disclosure Certificate providing a certified copy of the Disclosure Certificate immediately on receipt to their local Unit Criminal Record Check Officer.
- signing up to the D&BS update service within 30 days of receiving certificate.

9. Unit Disclosure Officer.
Responsible for:

- Fulfilling Terms of Reference in JSP 893 – Safer Recruitment and Employment
- maintaining the Unit D&BS or PVG Check Register on behalf of the Commanding Officer;
- hastening applicant for their Disclosure Certificate;
- making a certified copy of the Disclosure Certificate and forwarding it by email to NAVY PEOPLE-PSP EXEC DISC@mod.gov.uk to the NCHQ Discipline Team; and
- engaging with Career Managers to address any non-compliances engaging with Career Managers to address any non-compliance identified on the Unit D&BS or PVG Register.
- accessing the Safeguarding Vulnerable Groups area in JPA to confirm competencies.

ANNEX 60I

ROYAL NAVY EMPLOYMENT SUITABILITY DECISION

1. The Royal Navy levels of disclosure information and the associated levels of authority for determining suitability of employment are contained in the table below.

Table 60I-1 – Levels and Decision Authority

Nature of Disclosure – Level Zero	Authority
No Disclosure	Navy Culture Discipline SO3
Minor offences e.g. failing to pay a Fare, failure to have a TV licence or road tax. Minor traffic (e.g. speeding, parking, failure to insure vehicle or MoT)	Navy Culture Discipline SO3
Caution for public order offences (inc Affray) (more than 5 years ago – from date of caution)	
Less serious criminal damage (up to £5000) (more than 5 years ago – from date of conviction)	
Conviction for Public Order (inc Affray) (more than 15 years ago or Juvenile Offence)	
Serious Criminal Damage (over £5000) (more than 15 years ago or Juvenile Offence)	
Nature of Disclosure – Level One	**Authority**
Caution for public order offences (inc Affray) (in the last 5 years – from date of caution)	Navy Culture Discipline SO3
Less serious criminal damage (up to £5000) (in the last 5 years – from date of conviction)	
Minor Traffic offences resulting in disqualification (other than alcohol or drug related)	
Driving offences – alcohol related (more than 5 years ago – from date of conviction)	
Conviction for public order offences (inc Affray) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (between 6 and 15 years from date of conviction or resulting in custodial sentence)	
Common assault / Battery (more than 6 years from date of caution /	
ABH (more than 10 years from date of caution / conviction)	
Nature of Disclosure – Level Two	**Decision**
Section 22 Armed Forces Act 2006 (ill-treatment of subordinates)	Royal Navy Employment Suitability
Section 23 Armed Forces Act 2006 (disgraceful conduct of a cruel or indecent kind)	
Conviction for public order offences (inc Affray) (within last 6 years from date of conviction or resulting in custodial sentence)	
Serious criminal damage (over £5000) (within last 6 years from date of conviction or resulting in custodial sentence)	
Driving offences – alcohol related (within the last 5 years – from date of conviction)	
Common assault / Battery (within last 6 years from date of caution / conviction or where the victim was a child or vulnerable person)	

ABH (within the last 10 years from date of caution / conviction or where the victim was a child or vulnerable person)	Decision Panel (RNESDP).
Offences of dishonesty (Theft / Fraud Act etc)	
Road traffic offences involving death	
Firearms and explosive offences	
Domestic Related Offences	
Nature of Disclosure – Level Three	**Decision**
Disclosing private sexual photographs/ films with intent to cause distress	Royal Navy Employment Suitability Decision Panel (RNESDP).
Racially, sexual orientation, or gender aggravated offences	
All drugs related offences (inc driving)	
Manslaughter	
Membership of a Proscribed Organisation	
Criminal harassment contrary to the Protection from Harassment Act 1997	
Sexual offences	
Murder, GBH and wounding (with or without intent)	
Arson	

Step 1 – Culture & Leadership Discipline Team – Review and Refer. On receipt of a copy of the Subject's Disclosure Certificate, Navy Culture Discipline SO3 must review the content to determine the level of the disclosure and refer the case to the appropriate authority for an employment decision. JPA discipline entries may also be referred for an employment decision.

Step 2 – Employment Suitability Referral and Decision. Employment suitability decisions will fall into one of four levels with differing authorities, which must be categorised by Navy Culture Discipline SO3. When coming to an employment suitability decision, the relevant authority must not balance the benefit to the organisation in employing a highly capable individual versus a risk of harm to children or vulnerable adults. No matter what other qualities the individual has, the decision to employ in regulated activity is to be based solely on risk of harm to children or vulnerable adults. The authority levels are as follows:

a. **Level 0 – Blue – No Disclosure / Less Serious Cautions/Convictions and/or Historical or Juvenile Convictions.** For Level 0 disclosures the nominated employment decision authority rests with **Navy Culture Discipline SO3.**

b. **Level 1 – Green – Lower level / less recent Cautions / Convictions.** Level 1 disclosures are likely to be common, the nominated employment decision authority rests with **Navy Culture Discipline SO3.** If the offence/ misconduct in anyway involves a child or Vulnerable Group, or if SO1 MS referrals consider that the case merits further consideration, the decision must be referred to the **RNESDP**.

c. **Level 2 – Amber – Serious Offences / recent Convictions or Cautions.** For Level 2 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

d. **Level 3 – Red – Gross Offences.** For Level 3 disclosures the nominated safeguarding employment decision authority is **RNESDP.** Where a certificate is returned with a Level 3 disclosure which is unspent, APC MS Referrals must engage with APSG. Navy Culture Discipline SO3 is to ensure that the Job Specification along with the Disclosure Certificate is sent to the members of the RNESDP prior to discussing the case.

Step 3 - Royal Navy Employment Suitability Decision Panel Considerations. The considerations below apply to all suitability decisions made by the relevant authority. This includes an individual who has Level 3 category of offence. Whilst they will not normally be considered for work in regulated activity, as there is a strong correlation between such offences and individuals that are barred from working in regulated activity, the RNESDP should consider the sentence awarded and supporting disclosure statement when considering their suitability decision.

a. Is it a juvenile or adult caution/conviction? If the former, is the individual older and demonstrably more mature?

b. What was the rank/grade of the individual at the time of the offence?

c. Was the offence a one-off, or part of a history of offending (either the same/similar offences or a range that indicate general and repeated inability to act in an appropriate or disciplined manner)?

d. Is there evidence that the individual is a reformed character? *For example: The individual concerned has been promoted since the offence was committed, indicating that they are well regarded.*

e. What is the attitude of the offender? Is it one of remorse and acceptance of blame and wrongdoing?

f. Was the offence completely out of character? Was there a particular context to the offence that no longer exists?

g. Were the circumstances surrounding the offence that are unlikely to be repeated in the course of employment in regulated activity?

h. Was the victim of the offence a member of the offender's peer group?

i. What is the likely risk that the individual would harm children or vulnerable adults?

j. Has consideration been made to the reputational risk, both for the Royal Navy and the individual?

Step 4 – Suitability Notification, Assignment Order and Follow Up Action. The outcome of the Royal Navy Employment Suitability Decision Panel will allow the Subject's provisional selection for assignment / role to be confirmed by Navy Culture Discipline SO3 who is to execute the following actions:

a. **Suitability Not Approved.** Where the appropriate decision authority has not approved a Subject's suitability for assignment, Navy Culture Discipline SO3 / Chair RNESDP will notify the Subject's CM who are to inform the Subject of their de-selection and cancel the Assignment Order.

b. **Suitability Approved.** Where the appropriate decision authority has approved a Subject's suitability for assignment, Navy Culture Discipline SO3 will notify the Subject's CM and Unit(s) of the decision. An Employment Suitability notification will then enable confirmation of the assignment and for the SP to commence employment in the role. Units are not to retain a copy of the disclosure certificate, instead the Employment Suitability notification should be used to update the Unit Disclosure Register (of the gaining unit) and a copy retained with it.

An Employment Suitability notification is issued by Navy Culture Discipline SO3. It must confirm the suitability of the Subject to undertake the role (against the job specification submitted for a decision) and include the date the appropriate decision authority approved the Subject's employment.

c. **Information Management/Recording Competencies.** Following the issue of the suitability notification, Navy Culture Discipline SO3 is responsible for recording Disclosure competencies on JPA. The JPA record should contain the date of issue and be end dated as per the clearance validity period.

2. Appeals. A Subject may:

a. **Appeal the content of the Certificate of Disclosure.** Process as per JSP 893.

b. **Appeal the Employment Suitability Decision.** Appeals of this nature are to be made to Navy Culture Discipline SO3. Level 1 decision appeals will be reviewed by the RNESDP. Level 2 and 3 decision appeals, against RNESDP decisions, will be heard by the Higher RNESD Appeals Committee (RNESDAC) composed of the following membership:

(1) Navy Culture Discipline Head SO2 – (NAVY CULTURE-DISCIPLINE HEAD SO2) (Chair)

(2) RN Provost Marshal – (NAVY POLICE-HQ PMN SO1)

(3) RN FPS Head of Service – (NAVY PEOPLE-PS RN FPS HD)

(4) Career Manager Head – (NAVY PEOPLE-CM HD)

(5) SO1 Employment Law – (NAVY LEGAL-EMPLOYMENT LAW SO1) (Advisor)

c. An appeal against a RNESDC decision may be submitted by the SP in writing through their CoC and sent to Navy Culture Discipline Head SO2 to have their case re-heard. This must be within 10 working days of the original decision being promulgated. The appeals panel will consider suitability and notify their decision to Navy Culture Discipline Head SO2 and the individual inside 10 working days where possible.

d. The Discipline Team will ensure that applicants and appropriate staff are informed of the outcome of suitability decisions. Where permission to work with a vulnerable group has been refused then the applicant may if they wish appeal the decision via the Service Complaints procedure.

e. The RN Nominating Authority is responsible for the recording of clearance competences on JPA.